



**THIRD REGULAR OPEN MEETING OF THE THIRD LAGUNA HILLS MUTUAL
BOARD OF DIRECTORS A CALIFORNIA NON-PROFIT MUTUAL BENEFIT
CORPORATION**

**Tuesday, March 20, 2018 - 9:30 AM
Laguna Woods Village Community Center Board Room 24351 El Toro Road**

NOTICE OF MEETING AND AGENDA

- 1. Call meeting to order / Establish Quorum**
- 2. Pledge of Allegiance – Director Frankel**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes**
 - a. February 20, 2018 - Regular Open Session
 - b. February 23, 2018 – Special Strategic Planning
 - c. March 6, 2018 – Special Meeting
- 6. Report of the Chair**
- 7. Open Forum (Three Minutes per Speaker)** - *At this time Members may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. There is a maximum time limit of three minutes per speaker and a speaker may only address the Board once during this period. The Board reserves the right to limit the total amount of time allotted for the Open Forum.*
- 8. Responses to Open Forum Speakers**
- 9. Update from VMS – Director O'Connor**
- 10. CEO Report**
- 11. Consent Calendar** - *All matters listed under the Consent Calendar are recommended for action by committees and will be enacted by the Board by one motion. In the event that an item is removed from the Consent Calendar by*

members of the Board, such item(s) shall be the subject of further discussion and action by the Board.

a. Architectural and Control and Standards Committee Recommendations:

(1) Recommendation to approve 3191-D (La Reina, PL804RA) Replace Existing Enclosed Rear Patio with Room Addition

(2) Recommendation to approve 3238-B (La Reina, SM903B) Room Addition on Front Patio

(3) Recommendation to approve 5037 (Villa Reposa, C11RC) Room Addition and Patio Cover on Rear Patio

b. Landscape Committee Recommendations:

(1) Approve Request for Tree Removal (3060-C Radke)

(2) Approve Tree Removal at Owner's Costs (3110-D Spinogatti)

(3) Approve Request for Tree Removal (3436-P Costeens)

(4) Deny Appeal for Tree Removal (5493-A Sohn)

(5) Deny Request for Tree Removal (5505 Glasser)

(6) Approve Tree Removal at Owner's Costs (5593-B Nitkin)

c. Finance Committee Recommendations:

(1) Approve Resolution to Record Lien against Member's ID; 932-310-93

d. Maintenance and Construction Committee Recommendations:

(1) Deny Red Curb Removal Appeal at B3304 (CDS 325)

e. Entertain a Motion to Approve the 2018 Election Calendar

12. Unfinished Business

a. Introduce a Resolution on a Policy for Alterations of Attics, Soffits and Suspended Ceilings (**initial notification - postpone 30-days for Member comments and suggestions to conform to Civil Code §4360 notification requirement**)

b. Trash Chute Repairs in 3-story buildings

- c. Entertain a Motion to Introduce a Resolution to Award a Contract for Shepherds Crook extension to Wall

13. New Business

- a. Introduce a Resolution for Revised Alteration Standards for 12:Exterior Wall Attachments (**initial notification - postpone 30-days for Member comments and suggestions to conform to Civil Code §4360 notification requirement**)
- b. Introduce a Resolution for Revised Alteration Standards for 18:Gutters & Downspouts (**initial notification - postpone 30-days for Member comments and suggestions to conform to Civil Code §4360 notification requirement**)
- c. Introduce a Resolution for Revised Alteration Standards for 19:Balcony Railing Paneling (**initial notification - postpone 30-days for Member comments and suggestions to conform to Civil Code §4360 notification requirement**)
- d. Introduce a Resolution for a Policy on Closets and Partition Walls (**initial notification - postpone 30-days for Member comments and suggestions to conform to Civil Code §4360 notification requirement**)
- e. Introduce a Resolution for a Tree Topping Policy (**initial notification - postpone 30-days for Member comments and suggestions to conform to Civil Code §4360 notification requirement**)
- f. Introduce a Resolution for Unbudgeted Expenditure for 2018 Fumigation Program (**initial notification - postpone 30-days for Member comments and suggestions to conform to Civil Code §4360 notification requirement**)
- g. Introduce a Resolution for Electrical Use Reimbursement Policy Revision
- h. Introduce a Resolution to Require Exterior Pest Control Policy

14. Committee Reports

- a. Report of the Finance Committee / Financial Report - Director Parsons - Next Meeting May 1, 2018, at 1:30 p.m. in the Board Room
- b. Report of the Architectural Controls and Standards Committee - Director Walsh - Next Meeting March 26, 2018, at 9:30 a.m. in the Sycamore Room
- c. Report of the Maintenance and Construction Committee - Director Frankel - Next Meeting April 2, 2018, at 1:00 p.m. in the Board Room
 - Report of the Parking and Golf Cart Task Force - Director Frankel
 - Report of the Garden Villa Rec. Room Subcommittee – Director Moldow. Next meeting April 18, 2018, at 9:00 a.m. in the Sycamore Room

- d. Report of the Landscape Committee - Director Tung - Next Meeting April 5, 2018, at 9:00 a.m. in the Board Room
- e. Report of the Laguna Woods Village Traffic Hearings - Director Frankel - Next Hearing April 18, 2017, at 9:00 a.m. in the Board Room and 1 p.m. in the Cypress Room
- f. Report of the Communications Committee - Director Baum - Next Meeting May 9, 2018, at 9:30 a.m. in the Board Room
- g. Report of the Energy and Technology Committee - Director Walsh - Next Meeting May 2, 2018, at 1:30 p.m. in the Cypress Room
- h. Report of the Water sub-Committee - Director Tung - Next Meeting April 10, 2018, at 11:00 a.m. in the Cypress Room.
- i. Report of the Resident Policy and Compliance Task Force - Director Baum - Next Meeting TBD

15. GRF Committee Highlights

- a. Community Activities Committee - Next Meeting May 8, 2018, at 2:00 p.m. in the Board Room
- b. Finance Committee – Director Parsons. Next Meeting April 18, 2018, at 1:30 p.m. in the Board Room
- c. Maintenance & Construction Committee - Next Meeting April 11, 2018 at 9:00 a.m. in the Board Room
 - PAC Ad Hoc Committee – Next Meeting March 23, 2018
- d. Media and Communications Committee - Next Meeting April 16, 2018 at 1:30 p.m. in the Board Room
- e. Mobility and Vehicles Committee - Next meeting April 4, 2018, at 1:30 p.m. in the Board Room
- f. Security and Community Access Committee – Director Bruninghaus. Next Meeting April 26, 2017, at 1:30 p.m. in the Board Room
 - Disaster Preparedness Task Force—Next meeting April 24, 2018, 9:30 a.m. in the Cypress Room

16. Future Agenda Items-- *All matters listed under Future Agenda Items are Resolutions on 30-day public review or items for a future Board Meetings. No*

action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.

- a. Introduce a Resolution for Alteration Standards for Garage Doors
- b. Introduce a Resolution to Revise Alteration Standards 5a, 5b, 5c: Satellite Dishes
- d. Adopt a Resolution to Require Mandatory Water Hater Replacement During Resale
- e. Adopt a Resolution including Amendments to the Policy for Care and Maintenance of Patios, Balconies, Breezeways and Walkways in Three Story Buildings
- f. Adopt a Resolution to Require Interior Pest Control Policy
- g. Adopt a Resolution for Alteration Standards for 10: Doors, Exterior (Swing)
- h. Adopt a Resolution for Alteration Standards for 11: Exterior Floor Covering
- i. Adopt a Resolution for Alteration Standards for 13: Fences, Wrought Iron
- j. Adopt a Resolution for Alteration Standards for 17: Gates
- k. Adopt a Resolution for Revised Alteration Standards for 21: Patio Slabs

17. Director's Comments

- 18. Recess** - *At this time the Meeting will recess for lunch and reconvene to Executive Session to discuss the following matters per California Civil Code §4935.*

Closed Executive Session Agenda

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) February 20, 2018 – Regular Executive Session

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

19. Adjourn

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MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF THIRD LAGUNA HILLS MUTUAL
A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION

February 20, 2018

The Regular Meeting of the Third Laguna Hills Mutual Board of Directors, a California non-profit mutual benefit corporation, was held on Tuesday, February 20, 2018, at 9:30 a.m., at 24351 El Toro Road, Laguna Woods, California

Directors Present: Rosemarie diLorenzo, Bill Walsh, James Tung, Burt Baum, Steve Parsons, Roy Bruninghaus, Susan Caine, Bunny Carpenter (arrived 9:35 a.m.), John Frankel and Jules Zalon

Directors Absent: Bert Moldow

Staff Present: Open Session: Brad Hudson, Lori Moss, Carrie Weldon, Kurt Wiemann, Eileen Paulin, Chris Spahr, Leslie Cameron and Susan Connelly

Executive Session: Brad Hudson, Tim Moy, Francis Rangel, Michelle Vieane, and Leslie Cameron

Others Present: VMS: Donna Dwaileebe
United: Janey Dorrell

1. CALL TO ORDER

Rosemarie diLorenzo, President of the Corporation, chaired and opened the meeting, and stated that it was a Regular Meeting held pursuant to notice duly given. A quorum was established, and the meeting was called to order at 9:30 a.m.

2. PLEDGE OF ALLEGIANCE

Director Walsh led the Membership in the Pledge of Allegiance.

3. ACKNOWLEDGEMENT OF MEDIA

The Globe and the Village Television Crew, by way of remote cameras, were acknowledged as present.

4. APPROVAL OF AGENDA

Director Parsons made a motion to approve the agenda. Director Caine seconded the motion.

Director Walsh moved to amend the agenda as presented, by removing Agenda Item No. 13a, "Introduce a Resolution to Clarify that Attics and Similar Areas are Included in the Common Area Use Policy." The motion was seconded by Director Baum and it passed unanimously.

5. APPROVAL OF THE MINUTES

5a. January 16, 2018 Regular Open Session

5b. January 19, 2018 Special Open Session

Director Parsons made a motion to approve the minutes of the January 16, 2018, Regular Open Session, as presented. The motion was seconded by Director Bruninghaus and it passed unanimously.

Director Parsons made a motion to approve the minutes of the January 19, 2018, Special Open Session, as presented. The motion was seconded by Director Bruninghaus and it passed unanimously.

6. REPORT OF THE CHAIR

President diLorenzo announced that she appreciated that the Pickleball controversy was over and cited the cooperation of the other Corporations in resolving the matter. Homelessness seems to be more prevalent. She encouraged residents to contact security for more information. The President wished Ms. Moss luck as she leaves VMS and the Community.

7. OPEN FORUM

None

8. RESPONSES TO OPEN FORUM SPEAKERS

None

9. UPDATE FROM VMS

Director Dwaileebe, VMS Director, reported that Bruce Hartley presented at the last VMS meeting and Tim Moy would present at the next meeting. She also stated that Bulky items can be collected two times annually, by contacting Resident Services to schedule a pick-up. She discussed the benefits of the plan-a-ride program

10. REPORT OF THE CEO

Community Manager, Lori Moss, updated the board on the following projects:

trash chute cleaning and repairs, lobby and mailroom renovations in the three story buildings; improved Plan-a-Ride scheduling; improvement in the paving operations; effectiveness of new sweeper and better landscape service.

Ms. Moss introduced the new Human Resources Director, Carrie Weldon, and Marketing and Communications Manager, Eileen Paulin to the Board.

11. CONSENT CALENDAR

11a. Architectural Control and Standards Committee Recommendations:

- (1) 3064-A (San Clemente, OO03_2) Deny Relocation of Kitchen Window and Approve Relocation of Bathroom Window**

RESOLUTION 03-18-15 **Variance Request Approval**

WHEREAS, Mr. Rodolfo Alvarez of 3064-A Via Serena South, a San Clemente style Manor, is requesting Board approval of a variance to relocate his kitchen and master bedroom windows; and

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected Units on January 2, 2018, notifying them that an application to make an alteration to a neighboring Unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on January 18, 2018; and

NOW THEREFORE BE IT RESOLVED, on February 20, 2018, the Board of Directors hereby approves the request for the variance to relocate the master bedroom window and deny the request to relocate the kitchen window, to the requesting member with the condition that the proposed alteration is constructed in accordance with the following criteria:

1. No improvement shall be installed, constructed, modified or altered at Manor **3064-A**, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration

shall be in strict compliance with the terms of the approval.

2. A Mutual Consent for Manor Alterations has been granted at **3064-A** for **Window relocation in Master Bedroom**, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
3. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 3064-A and all future Mutual members at 3064-A.
5. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.
6. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment, traffic or other charge levied in connection therewith.
7. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com/residents/resident-services> and click on documents and Business Pass Application Instructions) in place to admit contractors and other invites.
8. Member Owner's contractors and other invitees shall have business signage on vehicles and travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.

9. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
10. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
11. Prior to the issuance of a Mutual Consent for Manor Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement. The Prior to the issuance of a Mutual Consent for Manor Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified as "Third Laguna Hill Mutual Color Selections" at Resident Services, located at the Community Center first floor.
12. Any stucco patch shall match existing adjacent stucco walls in color and texture. If any stucco is removed to accomplish the alteration, the entire wall shall receive new stucco finish to ensure consistent appearance.
13. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member shall post a Conformance Deposit in the amount of \$250 for all improvements exceeding a total of \$500. The Conformance Deposit will be held until Final City Building Permit Issuance if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.
14. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Member Owner or the Property, to cover and/or recoup any costs whatsoever, including, but not be limited to, administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection with the Property, or to any unpaid charges or assessments on the Mutual's account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied against any invitee of Member Owner; fines

levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Member Owner's contractor or other invitee; costs incurred by the Mutual in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; or to an unpaid assessment, special assessment, late charge, interest or collection costs posted to the Mutual's account for the Property. The foregoing list is illustrative only and in no way represents the only situations where the Mutual could apply all or a portion of the Conformance Deposit.

15. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Member Owner agrees to immediately deposit additional sums with the Mutual in an amount sufficient to return the Conformance Deposit to the originally required level. Until the Conformance Deposit is so replenished, an automatic stop work order shall be in effect.
16. Any remaining Conformance Deposit is refundable if the Member Owner notifies the Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Division agrees with the same. The Mutual will mail the unused portion of the Conformance Deposit, if any, to the Member Owner's address of record with the Mutual. Under no circumstances shall Member Owner be entitled to any interest on any portion of the Conformance Deposit. If no written request for return of a Conformance Deposit is made by Member Owner within two years from the date when the Conformance Deposit is posted with the Mutual, the Conformance Deposit will be deemed forfeited to the Mutual.
17. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
18. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
19. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
20. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
21. The Mutual Consent for Manor Alterations expires six months after the

date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.

22. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
23. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.

(2) 3386-C (Andaluz, P203RA) Retain Non-Standard Front Entry Door Color

RESOLUTION 03-18-16
Variance Request Approval

WHEREAS, Ms. Sondra Baren of 3386-C Punta Alta, an Andaluz style Manor, is requesting Board approval of a variance to retain a non-standard color (green) for the front entry door; and

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected Units on January 2, 2018, notifying them that an application to make an alteration to a neighboring Unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on January 18, 2018.

NOW THEREFORE BE IT RESOLVED, on February 20, 2018, the Board of Directors hereby approves the request for the variance to the requesting member with the condition that the proposed alteration is constructed in accordance with the following criteria:

1. No improvement shall be installed, constructed, modified or altered at Manor **3386-C**, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division

("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.

2. A Mutual Consent for Manor Alterations has been granted at **3386-C** for **retaining non-standard entry door color (green)**, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
3. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 3386-C and all future Mutual members at 3386-C.
5. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.
6. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment, traffic or other charge levied in connection therewith.
7. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member shall post a Conformance Deposit in the amount of \$250 for all improvements exceeding a total of \$500. The Conformance Deposit will be held until Final City Building Permit Issuance if required, to assure

no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.

8. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Member Owner or the Property, to cover and/or recoup any costs whatsoever, including, but not be limited to, administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection with the Property, or to any unpaid charges or assessments on the Mutual's account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied against any invitee of Member Owner; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Member Owner's contractor or other invitee; costs incurred by the Mutual in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; or to an unpaid assessment, special assessment, late charge, interest or collection costs posted to the Mutual's account for the Property. The foregoing list is illustrative only and in no way represents the only situations where the Mutual could apply all or a portion of the Conformance Deposit.
9. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Member Owner agrees to immediately deposit additional sums with the Mutual in an amount sufficient to return the Conformance Deposit to the originally required level. Until the Conformance Deposit is so replenished, an automatic stop work order shall be in effect.
10. Any remaining Conformance Deposit is refundable if the Member Owner notifies the Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Division agrees with the same. The Mutual will mail the unused portion of the Conformance Deposit, if any, to the Member Owner's address of record with the Mutual. Under no circumstances shall Member Owner be entitled to any interest on any portion of the Conformance Deposit. If no written request for return of a Conformance Deposit is made by Member Owner within two years from the date when the Conformance Deposit is posted with the Mutual, the Conformance Deposit will be deemed forfeited to the Mutual.
11. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
12. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.

13. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
14. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
15. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
16. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance same.

11b. Landscape Committee Recommendations:

- (1) **3242-1C (Cosgrove) Deny Request for Tree Removal – Olive Tree**

RESOLUTION 03-18-17
Tree Removal Denial

WHEREAS, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.

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- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

WHEREAS, on February 1, 2018, the Landscape Committee recommended to deny the request to remove the tree located at 3242-2C; and

NOW THEREFORE BE IT RESOLVED, February 20, 2018, the Board of Directors denied a request for the removal of one Olive tree;

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

(2) 3487-A (Klein) Deny Request for Tree Removal – Spotted Gum Eucalyptus

RESOLUTION 03-18-18
Tree Removal Denial

WHEREAS, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

WHEREAS, on February 1, 2018, the Landscape Committee recommended to deny the request to remove the tree located at 3487-A; and

NOW THEREFORE BE IT RESOLVED, February 20, 2018, the Board of Directors denied a request for the removal of one Spotted Gum tree;

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RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

(3) 5570-A (Kim) Deny Request for Tree Removal – Fern Pine

RESOLUTION 03-18-19
Tree Removal Denial

WHEREAS, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

WHEREAS, on February 1, 2018, the Landscape Committee recommended to deny the request to remove the tree located at 5570-A; and

NOW THEREFORE BE IT RESOLVED, February 20, 2018, the Board of Directors denied a request for the removal of one Fern Pine tree;

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

11c. Finance Committee Recommendations:

Approval of Resolution to Record Lien against Member's ID; 931-530-78

RESOLUTION 03-18-20
Recording of a Lien

WHEREAS, Member ID 931-530-78; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, February 20, 2018, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-530-78 and;

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

Approval of Resolution to Record Lien against Member's ID; 935-020-38

RESOLUTION 03-18-21
Recording of a Lien

WHEREAS, Member ID 935-020-38; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, February 20, 2018, that the Board of Directors hereby approves the recording of a Lien for Member ID 935-020-38 and;

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

Director Parsons made a motion to approve the Consent Calendar as presented. The motion was seconded by Director Bruninghaus and passed unanimously.

12. Unfinished Business

12a. Entertain a Motion to Adopt a Resolution for New Alteration Standard Section 47: Bathroom Splits

(JANUARY initial notification - 30-day notification to satisfy Civil Code §4630 has been satisfied).

Director Baum read the following resolution:

RESOLUTION 03-18-22

New Alteration Standard Section 47 – Bathroom Splits

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary;

WHEREAS, the Architectural Controls and Standards Committee has reviewed numerous Variance Requests to remodel bathrooms, specifically to create a second bathroom in the footprint of the original bathroom, this type of alteration is commonly referred to as a bathroom split;

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to create a new Standard for these alterations, eliminating the need for Members to apply for a Variance Request for a common alteration.

NOW THEREFORE BE IT RESOLVED, February 20, 2018, that the Third Board of Directors of this Corporation hereby adopts the following Standard Section 437 of the Alteration Standards for Bathroom Splits;

SECTION 47 BATHROOM SPLITS

FOR GENERAL REQUIREMENTS SEE SECTION 1 GENERAL REQUIREMENTS
FOR ALTERATION STANDARDS

2.0 APPLICATIONS

- 2.1 Bathroom splits are prohibited in Manors with two bathrooms.
- 2.2 Manors with two bathrooms may reconfigure walls and doors within the same foot print only.
- 2.3 Manors with one full bathroom may split bathroom into two bathrooms as follows:
 - a. The original footprint may be extended up to three feet, in one direction.
 - b. The extension of a bathroom footprint may not involve a load bearing wall or supporting columns.
 - c. The extension of a bathroom footprint may not extend into adjacent

hallways.

- 2.4 Prior to connecting into any plumbing work, the **waste line is to be inspected by the Mutual at the Member(s) expense.**
- 2.5 Detailed architectural or engineered plans, including plumbing plans for all piping for bathroom split alterations, shall be submitted to the Alterations Department for approval. These plans shall include: pipe penetrations, location of plumbing connections and vents, pipe sizes, and types. As-builts shall be submitted if any changes are made to the approved plans.
- 2.6 Sewer line connections will consist of a minimum 2" waste line tied into a minimum 2" waste line. All exposed existing cast iron waste lines and connections shall be replaced with ABS or PVC.
- 2.7 All water supply lines shall be of Type M copper; minimum 1/2" diameter.
- 2.8 All pressure lines shall be securely strapped to prevent movement or knocking.
- 2.9 All piping in bathrooms with adjacent Manors shall be insulated for sound reduction, including penetrations thorough framing.
- 2.10 The Mutual Member assumes all responsibility for any damage that may occur due to construction.

3.0 ADDITIONAL REQUIREMENTS FOR INSTALLATIONS

- 3.1 Alterations involving common walls shall be fire rated per current California Building Code.
- 3.2 All exhaust fans must be installed per the Exhaust Fan/Vent Installation Standard.
- 3.3 All penetrations through walls shall be properly sealed to prevent water intrusion.
- 3.4 The waterproof integrity of the roof, including the selection and use of appropriate flashing and sealers, must be maintained.
- 3.5 Roof tie-ins for vents on PVC Cool Roofs must be made by an approved roofing contractor. A Roofing Contractor Verification Form will be required prior to the issuance of a permit.
- 3.6 Cutting or altering roof trusses for the installation of vents in attic spaces are strictly prohibited.

4.0 OBLIGATIONS

- 4.1 Member is responsible for damages to roof or other structures caused

by any alteration.

- 4.2 The Mutual Member is responsible for, and will bear all costs associated with clean-up or repair of Mutual owned or controlled property made necessary by or resulting from the alteration.

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

JANUARY Initial Notification - 30-day notification to comply with Civil Code §4360.

Director Baum made a motion to adopt a resolution for new alteration standards, Section 47: Bathroom Splits. The motion was seconded by Director Parsons and passed unanimously.

12b. Contract Award for Street Light Acquisition Consultant

Director Walsh made a motion to move the contract for Street Light Acquisition Consultant to closed session. The motion was seconded by Director Frankel and passed by a vote of 7-2-0 (Directors Carpenter and Zalon opposed).

13. New Business

Agenda Item 13a. was removed from the agenda.

13a. Introduce a Resolution to Amend the Attic Space as Common Area Use Policy (initial notification - postpone 30-days for Member comments and suggestions to conform to Civil Code §4360 notification requirement)

13b. Introduce a Resolution to Require Mandatory Water Heater Replacement During Resale (initial notification - postpone 30-days for Member comments and suggestions to conform to Civil Code §4360 notification requirement)

Director Baum, Secretary of the Board, read the following resolution:

RESOLUTION 03-18-XXX
Water Heater Replacement During Resale

WHEREAS, Third Laguna Hills Mutual has experienced significant damages to both Mutual and Members' property from the failure of aging water heaters; and

WHEREAS, Third Laguna Hills Mutual has determined that the majority of those failed water heaters are older than 10 years and beyond the term of the manufacturer's warranty; and

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NOW THEREFORE BE IT RESOLVED, February 20, 2018, that the Board of Directors of the Corporation hereby introduces a policy directing the Alterations Department to perform interior inspections during the resale process to verify the age of water heaters; and

RESOLVED FURTHER, Members will be required to replace all water heaters, at their expense, that are found to be in service over 10 years, of an indeterminable age, or in disrepair; Village Management Services Inc. will make available several avenues for Members to replace the water heater; and

RESOLVED FURTHER, Effective January 1, 2019, the replacement of a water heater during resale is mandatory; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized, on behalf of the Corporation, to carry out the resolution.

FEBRUARY Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

Director Baum made a motion to introduce a resolution to require mandatory water heater replacement during resale. The motion was seconded by Director Bruninghaus and by consensus introduced.

13c. Re-Introduce a Resolution including Amendments to the Policy for Care and Maintenance of Patios, Balconies, Breezeways and Walkways in Three Story Buildings (DECEMBER initial notification – JANUARY amended - must postpone 30-days for Member comments and suggestions to comply with Civil Code §4630)

Director Baum, Secretary of the Board, read the following resolution:

RESOLUTION 03-18-XXX

**Care & Maintenance of Patios, Balconies, Breezeways
& Walkways in Garden Villa Style Three Story Buildings**

WHEREAS, the Board created a Garden Villas Breezeway Task Force to outline a communications program for the renovation of the buildings walkways;

WHEREAS, the renovation program includes replacement of the carpeted areas in the Garden Villa Breezeways recessed areas with concrete and other materials to match the existing walkways;

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WHEREAS, Garden Villas Breezeway Task Force has recommended adoption of the Care & Maintenance of Patios, Balconies, Breezeways & Walkways in Three Story Buildings Policy, to include specific language regarding personal items in the newly renovated buildings; and,

WHEREAS, the Garden Villa policy compliments the existing Care & Maintenance of Patios, Balconies, Breezeways & Walkways Policy (Resolution 03-16-117).

NOW THEREFORE BE IT RESOLVED, February 20, 2018, that the Board of Directors of this Corporation hereby introduces the "Care & Maintenance of Patios, Balconies, Breezeways & Walkways in Garden Villa Style Three Story Buildings Policy," as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that this policy applies to Garden Villa Buildings that have been renovated; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

FEBRUARY Initial Notification -Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

Director Baum made a motion to re-introduce a resolution including amendments to the Policy for Care and Maintenance of Patios, Balconies, Breezeways and Walkways in Three Story Buildings. The motion was seconded by Director Parsons and by consensus introduced.

13d. Introduce a Resolution to Require Interior Pest Control Policy (initial notification – must postpone 30-days for Member comments and suggestions to conform with Civil Code §4360 notification requirement)

Director Baum, Secretary of the Board, read the following resolution:

Resolution 03-18-XX
Interior Pest Control Policy

WHEREAS, it is the resident's responsibility to eradicate pests in an individual manor; however, there is no formal policy in place to address such matters; and,

WHEREAS, establishing a policy would enable staff to efficiently and effectively administer pest eradication measures should the need arise, including multi-unit building infestation, as well as effectively set an

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expectation level for residents regarding responsibilities on pest control issues in their manors.

NOW THEREFORE BE IT RESOLVED, February 20, 2018, that the Board of Directors of this Corporation hereby introduces an Interior Pest Control Policy as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

FEBRUARY Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

Director Baum made a motion to introduce a resolution to require Interior Pest Control Policy, which is separate from a yet to be developed rodent policy. The motion was seconded by Director Bruninghaus and by consensus was introduced.

13e. Original Trellis Removal at Mutual Expense

Director Walsh made a motion to approve the removal of originally constructed trellises during the Prior-to-Paint Program (PTP), with owner approval, at Mutual expense to be funded from the existing budget for Replacement Reserves Fund – PTP. The motion was seconded by Director Baum and passed unanimously.

13f. Re-Introduce a Resolution for Alteration Standards for 10: Exterior Doors (JANUARY initial notification – FEBRUARY amended – must postpone 30-days for Member comments and suggestions to comply with Civil Code §4630)

Director Baum, Secretary of the Board, read the following resolution:

RESOLUTION 03-18-XX

Revise Alteration Standard Section 10 – Doors, Exterior (Swing)

WHEREAS, the Architectural Controls and Standards Committee recognizes the necessity to amend Alteration Standards and create new Alteration Standards as necessary; and,

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard Section 10 – Doors, Exterior.

NOW THEREFORE BE IT RESOLVED, February 20, 2018, that the Board of Directors of this Corporation hereby introduces revisions and amendments to Alteration Standard Section 10 – Doors, Exterior (Swing);

2.0 TYPES OF DOORS

- 2.1 All doors shall be of solid core 1-1/2" minimum thickness with exterior grade hardware.
- 2.2 Dutch doors, split doors and French doors may be allowed provided any and all required permits are obtained through the City of Laguna Woods and the Alterations Division office. All costs of maintenance shall be borne by the Mutual member.
- 2.3 Glass in entry doors may be allowed provided it follows the standards set for such installation as required by the current California Building Code.
- 2.4 Door trim shall not exceed 3" in width unless prior approval is obtained from the Alterations Division.

3.0 APPLICATIONS

- 3.1 Doors shall be of wood, fiberglass or vinyl clad material. Doors shall be the body or trim color of the building, or be white. Doors may have natural or stained wood finish.
- 3.2 Screen doors shall be the body or trim color of the building, or be white.
- 3.3 Door frames may not be replaced. Exterior doors shall only be allowed in existing openings. For existing openings wider than 36", doors with accompanying sidelights may be used.
- 3.4 Any required irrigation or landscaping modifications resulting from the door (or required landing) installation must be performed by the Agent's Landscaping Division, at the Mutual member's expense.
- 3.5 Exterior doors shall only be allowed in existing openings. For existing openings wider than 36", doors with accompanying sidelights may be used.
- 3.6 Existing header height must remain unchanged; and

RESOLVED FURTHER, Resolution 03-02-22, adopted March 18, 2003, is hereby superseded and canceled; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution as written.

FEBRUARY Initial Notification -Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

Director Baum made a motion to re-introduce a revised resolution for Alteration Standards for 10: Exterior Doors, directing staff to address standards for vanishing screen doors prior to adoption. The motion was seconded by Director Parsons and by consensus introduced.

13g. Re-Introduce a Resolution for Alteration Standards for 11: Exterior Floor Covering (JANUARY Initial notification – FEBRUARY amended - must postpone 30-days for member comments and suggestions to comply with Civil Code §4630)

Director Baum read the following resolution:

RESOLUTION 03-18-XX

Revise Alteration Standard Section 11 – Exterior Floor Coverings

WHEREAS, the Architectural Controls and Standards Committee recognizes the necessity to amend Alteration Standards and create new Alteration Standards as necessary; and,

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise **Alteration Standard Section 11 – Exterior Floor Coverings**.

NOW THEREFORE BE IT RESOLVED, February 20, 2018, that the Board of Directors of this Corporation hereby introduces revisions and amendments to the following section of Alteration Standard Section 11 – Exterior Floor Coverings.

2.0 APPLICATIONS

- 2.1 Attaching substances shall encompass glues or adhesive strips for coverings on concrete patio slabs only. Coverings for balconies shall utilize adhesive strips only. Mortar, cements, etc., shall be used for tile only.
- 2.2 No screws, nails, or any type of penetrating attachments shall be permitted.
- 2.3 Walkway coverings and coatings are prohibited in Common Areas.
- 2.4 Color, style, fashion, or design of any floor covering shall be optional.
- 2.5 Glazed tile, due to its slippery surface, is not recommended for use as a floor covering.

- 2.6 A four inch mow strip will be left (set back) on all patio slab coverings.
- 2.7 Concrete stain and epoxy coatings are permitted on concrete slabs in patios, atriums, and courtyards only. These coatings are prohibited on Common Area walkways.

3.0 MAINTENANCE

- 3.1 Members must maintain and/or replace, as needed, all floor coverings installed.
- 3.2 Members shall remove any floor covering for access to the subsurface for purposes of repairs or inspection as may be required.
- 3.3 Members assume all responsibility for tile that cracks or becomes loose due to the building movement or other causes.
- 3.4 Members assume responsibility for any building damage occurred due to the installation of a floor covering.
- 3.5 On wood frame balconies, if the floor covering restricts the Mutual from performing periodic or preventive maintenance activities, the Member shall be responsible for all damages caused by the lack of maintenance.
- 3.6 If the floor covering holds moisture, restricts water drainage, or causes moisture related damage, the Member shall be responsible for all costs.
- 3.7 Floor coverings are installed by the Members at their own risk. Any building activity which may damage any type of floor covering shall be the resident's responsibility; and

RESOLVED FURTHER, Resolution 03-02-22, adopted March 18, 2003, is hereby superseded and canceled; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

Director Baum made a motion to re-introduce a resolution for Standards for 11: Exterior Floor Covering. The motion was seconded by Director Caine and by consensus introduced.

13h. Re-Introduce a Resolution for Alteration Standards for 13: Fences, Wrought Iron (JANUARY initial notification – FEBRUARY amended - must postpone 30-days for Member comments and suggestions to comply with Civil Code §4630)

Director Baum, Secretary of the Board, read the following resolution:

RESOLUTION 03-18-XX

Revise Alteration Standard 13 – Fences, Wrought Iron

WHEREAS, the Architectural Controls and Standards Committee recognizes the necessity to amend Alteration Standards and create new Alteration Standards as necessary; and,

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 13 – Fences, Wrought Iron.

NOW THEREFORE BE IT RESOLVED, February 20, 2018, that the Board of Directors of this Corporation hereby introduces revisions and amendments to Alteration Standard Section 13 – Fences, Wrought Iron;

2.0 APPLICATIONS

- 2.1 No fence shall be over 5'-0" in height, inclusive of wall and fence, nor under 12" in height.
- 2.2 All posts shall be attached to slab, wall, or set in concrete. No posts shall have contact with any soil.
- 2.3 All posts and related pieces shall be of common square, rectangular, and flat stock. No round bar.
- 2.4 Attachments to buildings shall be lags only, predrilled and sealant applied. sealant shall keep all moisture from entering the structure. All connections shall be galvanized or stainless steel.
- 2.5 Wrought iron fencing may be installed as part of a block wall. See Standard Section 6 for block walls.
- 2.6 Openings with gates are permissible. Openings may only open onto designated pathways.
- 2.7 Block walls with wrought iron fencing may be installed between the existing entry columns, and between an entry column and an adjacent wall, of single story manors. Common Area Agreements will be required when the Condominium Plan designates the location of the alteration as Mutual Common Area.
- 2.8 All wrought iron shall be painted in accordance with the Mutual's painting policy; black, white, or the color of the wall of which it's attached. If existing wrought iron fencing or gates are present on the subject building, the color of these fences and gates shall set precedence.

- 2.9 Removal is permitted of decorative wrought iron and security bars over windows is permitted.

3.0 SPRINKLER REVISIONS

- 3.1 Sprinklers will be revised only by the managing agent's landscape crews; the cost of such revisions shall be at the expense of the resident owner of that unit.
- 3.2 No sprinklers will be placed inside any patio area by the managing agent's landscape crews, and any sprinkler systems added shall not be connected to the Mutually-owned system; and

RESOLVED FURTHER, Resolution 03-13-74, adopted July 16, 2013, is hereby superseded and canceled; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution as written.

FEBRUARY Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

Director Baum made a motion to re-Introduce a revised resolution for Alteration Standards for 13: Fences, Wrought Iron, to include application standard 2.7. The motion was seconded by Director Parsons and by consensus introduced.

13i. Introduce a Resolution for Revised Alteration Standards for 17: Gates (FEBRUARY initial notification – must postpone 30-days for Member comments and suggestions to comply with Civil Code §4630)

Director Baum, Secretary of the Board, read the following resolution:

RESOLUTION 03-18-XX

Revise Alteration Standard Section 17 – Gates

WHEREAS, the Architectural Controls and Standards Committee recognizes the necessity to amend Alteration Standards and create new Alteration Standards as necessary;

WHEREAS, the Architectural Controls and Standards Committee recognize the need to Revise Alteration Standard Section 17 – Gates.

NOW THEREFORE BE IT RESOLVED, February 20, 2018, that the Board of Directors of this Corporation hereby introduces revisions and amendments to Alteration Standard Section 17 - Gates;

2.0 APPLICATIONS – PATIO WALLS

- 2.1 No single gate will be of two pieces or require more than three hinges for attachments.
- 2.2 All gates, other than wrought iron, will be painted to match the color of the wall or the building in accordance with Mutual painting policy. Gates shall matching existing gates and fences.
- 2.3 Gates may be installed that open into limited common area; also where limited access to entryways does not obstruct necessary access to common areas.
- 2.4 Gates will be constructed of vinyl or wrought iron only.
- 2.5 Gates shall match existing design and construction.
- 2.6 Gates shall be no higher than the wall in which they are part of, with the exception of decorative or radiuses finished tops.

3.0 APPLICATIONS – PATIO RAILINGS in Three Story Buildings

This Section Addresses Gates Cut Into Existing Metal or Wood Patio Railings on the first floor of Three-Story Buildings.

- 3.1 Gates can be installed only if the Common Area made accessible by the gate is safe to traverse considering factors such as the slope of the land and the landscaping, as determined by Staff.
- 3.2 A site inspection by the Alterations Inspector will be required prior to the issuance of a permit for a gate installation.
- 3.3 The opening cut into the railing for the gate must be a minimum of 24 inches and a maximum of 36 inches wide.
- 3.4 Gates will be constructed and painted to match the existing railing.
- 3.5 Where cuts have been made they will be finished to prevent injuries Horizontal wrought iron bars must be capped, or sealed to prevent moisture intrusion. Caps must be steel; plastic caps are prohibited.
- 3.6 Vertical bars of the same size and shape as the railing's original bars must finish the ends of the gate and railing where they have been cut. These vertical bars must be capped to prevent moisture intrusion. Caps must be steel; plastic caps are prohibited.

- 3.7 Gates should be positioned in either side of the railing, and not the front, be clear of obstructions, and designed to swing so that they provide access to a safe passage with minimal impact on the landscaping. The gates must be able to open fully, at least 90 degrees, without striking objects on adjacent walls or in the landscape. If the gate opens onto the patio it must not obstruct the manor doorway that accesses the patio.
- 3.8 All required landscaping and irrigation revisions will be performed by the Mutual at the Member's expense.
- 3.9 Personal items cannot be located outside of the patio in the Common Area made accessible by the gate, on the landing, steps, or stoop.
- 3.10 Concrete stoops, stepping stones, or paving stones are not permitted in Common Area outside of the patio where the gate is located; and

RESOLVED FURTHER, Resolution 03-08-42 adopted May 20, 2008, is hereby superseded and canceled; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

FEBRUARY Initial Notification - Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

Director Baum made a motion to introduce revised Alteration Standards for 17: Gates. The motion was seconded by Director Parsons and by consensus introduced.

13j. Introduce a Resolution for Revised Alteration Standards for 21: Patio Slabs (FEBRUARY initial notification – must postpone 30-days for Member comments and suggestions to comply with Civil Code §4630)

Director Baum, Secretary of the Board, read the following resolution:

RESOLUTION 03-18-XX

Revise Alteration Standard Section 21 Patio Slabs

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary;

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to Alteration Section 21 Patio Slabs.

NOW THEREFORE BE IT RESOLVED, February 20, 2018, that the Board of Directors of this Corporation hereby introduces revisions and amendments to Alteration Section 21 Patio Slabs;

2.0 PREPARATIONS

- 2.1 In each case, the site will be inspected prior to work for adjustments pertaining to this section.
- 2.2 No slab will be allowed that will hinder yard drainage.
- 2.3 No slab will be allowed in areas where access for maintenance is required.
- 2.4 In no case will concrete cover over sprinklers, sprinkler lines, or other related items.

3.0 APPLICATIONS

- 3.1 Patios may be constructed of a concrete slab or interlocking concrete pavers only.
- 3.2 Planting or dirt areas inside the defined patio walls may be paved over with concrete or interlocking pavers providing the paving does not extend beyond the wall.
- 3.3 Concrete slabs will be 4" minimum thick and will be constructed of 520-C 2500 concrete. Welded wire mesh or #3 rebar and a vapor barrier with minimum of 1" sand cover are required.
- 3.4 All installations must have a minimum slope of ¼" per foot and drain to drain inlets or landscaping.
- 3.5 Interlocking paver installations must use treated wood, redwood or plastic edging. Edging shall be secured in place per manufacturer's specifications.
- 3.6 Interlocking paver installations must use a "Class 2" subbase of a minimum of 4 inches deep and must use a coarse sand layer of at least 1-inch thick as bedding for pavers. Paved area must be compacted with a vibrating flat plate to lock pavers into place.
- 3.7 Pavers may be 7/8 of an inch to one inch thick if overlaid on an existing concrete slab. Otherwise pavers must be 2 3/8-inches thick.
- 3.8 Pavers may not form or contain any pictures, symbols or wording.
- 3.9 Refer to Section 11 – Exterior Floor Coverings for specifications regarding covering patio slabs.

3.10 Patio slab extensions shall not encroach into Common Area.

4.0 SPRINKLER REVISIONS

4.1 Any required landscape or irrigation revisions will be performed only by Village landscape crews, and the cost of such revisions shall be at the cost of the Mutual member performing the alteration.

4.2 No sprinklers will be placed inside any patio area by Village landscape crews. Any systems added shall not be connected to the Mutual-owned system; and

RESOLVED FURTHER, Resolution 03-03-17 adopted February 18, 2003, is hereby superseded and canceled; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

FEBRUARY Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

Director Baum made a motion to introduce a revised Alteration Standards for 21: Patio Slabs. The motion was seconded by Director Parsons and by consensus introduced.

13k. Introduce a Resolution for a Moratorium of the "Yellow Stake" Program (FEBRUARY initial notification – must postpone 30-days for Member comments and suggestions to comply with Civil Code §4630)

Director Baum, Secretary of the Board, read the following resolution:

RESOLUTION 03-18-23 **Suspension of Yellow Stake Program**

WHEREAS, the Board of Directors (the "Board") of Third Laguna Hills Mutual ("Mutual") held a meeting on February 20, 2018, at which a quorum of the Board was present;

WHEREAS, pursuant to the Mutual's Governing Documents, the Association, acting through the Board, is responsible for the management and upkeep of the Mutual's common areas, including the landscaping and plantings thereon;

WHEREAS, pursuant to prior Resolutions and policies adopted by the Mutual, owners of individual manors were permitted in certain circumstances to maintain

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their own landscaping and plantings in general common areas otherwise maintained by the Mutual under the "yellow stake" program, wherein owners could place a yellow planted stake next to such landscaping and plants that said owners had planted and were maintaining;

WHEREAS, the Board has revisited this "yellow stake" program given information provided to the Board regarding overwatering of landscaping in such "yellow stake" areas and excessive utility charges to the Mutual associated with such program, as well as the apparent widespread abuse of the program by Mutual members and residents, and determined that such considerations necessitate a more thorough investigation by the Board into the merits of the program and whether it should be continued on a going forward basis;

WHEREAS, upon reviewing with the Mutual's legal counsel, the Board has also determined that such "yellow stake" program raises the potential issue of an implicit grant of exclusive use of general common area to individual owners that may require approval of the membership and otherwise create an administrative burden for the Board and the Mutual;

WHEREAS, the Board has determined that it would be in the best interests of the Mutual to suspend the "yellow stake" program at this time while an investigation is performed to evaluate the apparent waste, abuse, and administrative burden on the Mutual, as well as to further evaluate the concerns over exclusive use of general common area by individual owners and the requirements for such use under statute and the Mutual's Governing Documents;

NOW, THEREFORE BE IT RESOLVED, February 20, 2018, that the Board of the Mutual hereby immediately suspends until further written notice the "yellow stake" program that allowed for individual owners to maintain private landscaping and plantings in the Mutual's general common area otherwise under the maintenance obligations of the Mutual pursuant to the Mutual's Governing Documents; and

RESOLVED FURTHER, that prior Resolutions of the Mutual Board permitting authorizing such "yellow stake" program are hereby superseded by this Resolution suspending such program; and

RESOLVED FURTHER, that the officers and agents of the Mutual are hereby authorized on behalf of the Mutual to carry out this Resolution effective immediately.

Director Baum made a motion to approve a resolution for a moratorium of the "Yellow Stake" Program. The motion was seconded by Director Bruninghaus and passed unanimously.

13I. Entertain a Motion to Adopt a Resolution to Approve Martin and Chapman as Inspectors of Election for 2018.

Director Baum, Secretary of the Board, read the following resolution:

RESOLUTION 03-18-25
Approve Inspector of Election Services

WHEREAS, Civil Code §5110 requires an association to select an independent third party as an inspector of elections;

WHEREAS, for transparency purposes and due to the number of ballots received it is necessary to contract for an Inspector of Elections;

WHEREAS, an Inspector of Elections is used, among other tasks, to print and mail voter packages, inspect and tabulate ballots, and certify results; and,

NOW THEREFORE BE IT RESOLVED, February 20, 2018, that the Board of Directors of Third Laguna Hills Mutual hereby approves single-sourcing a contract to Martin and Chapman to perform Inspectors of Election services for the 2018 Annual Meeting of the Corporate Members; and

RESOLVED FURTHER, that the officers and agents of this Corporation are directed on behalf of the Corporation to carry out this resolution.

Director Baum made a motion to approve Martin and Chapman as Inspectors of Election for 2018. The motion was seconded by Director Parsons and by a vote of 7-0-2 (Directors Tung and Zalon abstained).

14. Committee Reports

14a. Report of the Finance Committee/Financial Report

Director Parsons, reported from the Finance Committee, gave updates on Third Mutual financial, delinquencies and commented on the Resale Activities Report. The next meeting will be March 6, 2018, at 1:30 p.m. in the Board Room.

14b. Report of the Architectural Control and Standards Committee

Director Walsh reported from the Architectural Control and Standards Committee. The next meeting will be February 26, 2018, at 9:30 a.m. in the Sycamore Room.

14c. Report of the Maintenance & Construction Committee

Director Moldow reported from the Maintenance and Construction Committee. The next meeting will be March 5, 2018, at 1:00 p.m. in the Board Room and the committee will start meeting monthly.

- Director Frankel reported from the Parking and Golf Cart Task Force.
- Director reported from the Garden Villa Rec. Room Subcommittee.

14d. Report of Landscape Committee

Director Tung reported from the Landscape Committee. The next meeting will be March 1, 2018, at 9:00 a.m. in the Board Room.

14e. Report of the Laguna Woods Village Traffic Hearings

Director Zalon reported from the Laguna Woods Village Traffic Hearings. The next Hearing will be February 21, 2017, at 9:00 a.m. in the Board Room and 1:00 p.m. in the Cypress Room.

14f. Report of the Communications Committee

Director Baum reported from the Communications Committee. The next meeting will be March 16, 2018, at 9:30 a.m. in the Board Room.

14g. Report of the Energy and Technology Committee

Director Walsh reported from the Energy and Technology Committee. The next meeting will be March 7, 2018, at 1:30 p.m. in the Cypress Room.

14h. Report of the Water Committee

Director Tung reported from the Water Committee. The next meeting will be April 10, 2018, at 11:00 a.m. in the Cypress Room.

14i. Report of the Resident Policy and Compliance Task Force

Director Baum reported from the Resident Policy and Compliance Task Force. The next meeting date TBD.

15. GRF COMMITTEE HIGHLIGHTS

Members reported on the following GRF Committees.

15a. Community Activities Committee – The next regular meeting is March 8, 2018 at 2:00 p.m. in the Board Room. Director Zalon reported on the current events offered by the Recreations and Special Events Division.

15b. Finance Committee – The next meeting will be February 21, 2018, at 1:30 p.m. in the Board Room.

15c. Maintenance & Construction Committee – The next meeting will be April 11, 2018 at 9:00 a.m. in the Board Room.

15d. Media and Communications Committee – The next meeting will be March 19, 2018, at 1:30 p.m. in the Board Room. Director Baum reported.

15e. Mobility & Vehicles Committee – The next meeting will be April 4, 2018, at 1:30 p.m. in the Board Room.

15f. Security and Community Access Committee – The next meeting will be February 22, 2018, at 1:30 p.m. in the Board Room.

- Disaster Preparedness Task Force. The next meeting is February 27, 2018, 9:30 a.m. in the Cypress Room.

16. FUTURE AGENDA ITEMS

- 16a.** Introduce a Resolution for Alteration Standards for Garage Doors
- 16b.** Introduce a Resolution to Revise Alteration Standards 5a, 5b, 5c: Satellite Dishes
- 16c.** Re-Introduce a Resolution for Alteration Standards for 12: Exterior Wall Attachments
- 16d.** Introduce a Resolution for an Anti-Discrimination Policy
- 16e.** Entertain a Motion to Approve the 2018 Election Calendar
- 16f.** Introduce a Resolution to Clarify that Attics and Similar Areas are Included in the Common Area
- 16g.** Adopt a resolution to Require Mandatory Water heater Replacement During Resales
- 16h.** Adopt a Resolution including Amendments to the Policy for Care and Maintenance of Patios, Balconies, Breezeways and Walkways in the Three Story Buildings.
- 16i.** Adopt a Resolution to Require Interior Pest Control Policy
- 16j.** Adopt a Resolution for Alteration Standards for 11: Exterior Door Covering
- 16k.** Adopt a Resolution for Alteration Standards for 13: Fences, Wrought Iron
- 16l.** Adopt a Resolution for Alterations Standards for 17: Gates
- 16m.** Adopt a Resolution for Revised Alterations Standards for 21: Patio Slabs
- 16n.** Approve a Contract Award for Street Light Acquisition Consultant

February 20, 2018

17. DIRECTORS' COMMENTS

- Director Walsh thanked Ms. Moss for her service and stated that it has been a pleasure working with her.
- Director Baum thanked Ms. Moss and wished her good luck.
- Director Zalon commented on the problem of water leakage in the community and shared statistics and tips.

18. RECESS


The Board recessed at 12:36 p.m. and reconvened into Executive Session at 1:20 p.m.

Summary of Previous Closed Session Meetings per Civil Code Section §4935

During the February 20, 2018 Regular Executive Session, the Board approved the minutes of January 16 and 19, 2018; discussed litigations, personnel, and Member disciplinary issues.

19. ADJOURNMENT

With no further business to come before the Board of Directors, the meeting was adjourned on February 20, 2018 at 5:08 p.m.


Burt Baum, Secretary
Third Mutual Laguna Hills

**Care & Maintenance of Patios, Balconies, Breezeways
& Walkways in Garden Villa Style Three Story Buildings**

I. Purpose

The purpose of this policy is to set forth guidelines by Third Laguna Hills Mutual (TLHM) for the safety, attractiveness and prevention of damage to Garden Villa Style Three Story Buildings from items placed by the residents in "Common Area" and "Exclusive Use Common Area" that are resurfaced and color coded.

The policy applies to Garden Villa Buildings that have gone through the renovation program which includes replacement of the carpeted areas in the breezeways recessed areas with concrete and other materials to match the existing walkways.

II. Definition

- a. Building Social Areas – are color coded areas designated at each first floor breezeway.
- b. Breezeway – Common Areas on the first floor used as a passageway by all residents.
- c. Color-Coded Common Areas - areas located at the entrance of the manor where the Resident of the manor, may place plants, furniture and statues within the color-coded area. This includes striped areas designated for a manor's plants and furniture.
- d. Common Area - areas for the use and enjoyment of all residents, and may not be used for the private use of residents. The walkways, breezeways and building social areas are considered Common Areas. These areas are controlled and administered by TLHM.
- e. Exclusive Use Common Area – area designated on the original floor plan of the unit for the exclusive use of resident of the manor. Patios and balconies are considered Exclusive Use Common Areas.
- f. Governing Documents - the Articles of Incorporation, Bylaws, Covenants, Conditions, and Restrictions (CC&R's), and any rules and regulations adopted by the Board.
- g. Manor – a residential condominium unit in TLHM.
- h. Member – a person who has been approved by TLHM as being entitled under the Governing Documents of TLHM to membership in TLHM and has an appurtenant right of membership in the Golden Rain Foundation.
- i. Resident – person who has been approved by the Board of Directors for occupancy.
- j. Staff - Employees authorized to act on behalf of TLHM.
- k. Walkway – Common Areas on the second and third floors used as

a passageway by all residents.

III. Terms & Conditions

- a. All plants must be "suitably potted" to not create a nuisance. Pots must be of appropriate size, strength and aesthetically compatible with guidelines set by TLHM. Pots must have adequately sized saucers to collect excess water, and elevated by sturdy platforms with casters. Care must be used to control the amount of water given so as not to run over the saucer and collect on the floor surfaces or fall to a lower level of the building on people, windows, or other objects belonging to neighbors.
- b. The planting and growing of tomatoes, vegetables, fruit, or any other crops on patios, balconies, breezeways, walkways and in Common Areas is prohibited; whether in pots or planted in the ground. These types of plants draw vermin and insects, making them unsuitable for the wellbeing of building residents.
- c. Item such as plants, statues, and furniture may be placed outside a manor's front door, on the floor and shall be limited, so as to not create a hazard or impede walkway and breezeway access. Adequate clearance is required to allow for access through the area with a minimum of 48-inch clearance as required by law. Pots must be placed at least 18 inches away from all walls, or as determined by the Compliance Division. For manors on the first floor, the items mentioned above may only be placed within the color coded designated areas in the breezeways.
- d. Potting supplies and gardening equipment such as garden tools, empty pots, dirt, and fertilizer must not be stored on breezeways or walkways. They must be kept inside the Manor or an enclosed storage area.
- e. Nothing may be attached to TLHM walls. Hangings on the front door of a manor are permitted.
- f. Furniture and items designed for indoor use are not allowed to be placed in the Common Areas.
- g. All plants shall be maintained by the resident in a healthy, well cared for condition, properly watered and pruned. Non-plant items shall be maintained clean and in good condition.
- h. Items that constitute a nuisance to one's neighbors should not be placed in Common Areas or Exclusive Use Common Areas. Examples are: food or water which will attract birds, insects, or other animals. Residents are encouraged to resolve amicably differences or disputes involving such items. Wind chimes are prohibited at all 3-Story Buildings.
- i. A resident's balcony and patio area adjoining a manor is Exclusive Use Common area. This area needs the same care and protection as walkways and breezeways to prevent dry rot, decay and mold of

surfaces. Therefore only a limited number of potted plants on the balconies of multi-story buildings are permitted, without the prior approval of TLHM. No more than 15 percent of the total floor surface area of a balcony may be used for potted plants.

- j. Landscape crews will not care for a resident's personal items placed in Common Areas or in Exclusive Use Common Areas unless arranged through the Resident Services Department as a chargeable service.
 - k. Residents are responsible for the removal and replacement of items such as; plants, furnishings, and statues that have been placed in Common Areas and in Exclusive Use Common Areas when requested to be moved for cleaning and/or maintenance/construction. TLHM may offer staff to move such plants, furnishings and statues as a chargeable service.
 - l. TLHM shall be responsible for landscaping and maintaining the breezeways in a manner that enhances the living space for the benefit of all building residents.
 - m. Building Social Areas will have landscape provided and maintained by TLHM. Building residents may collectively decide on furnishings for these areas, at the expense of the building residents within approved guidelines.
 - n. Use of the Building Social Areas may not create a nuisance to neighbors.
 - o. Any building, by majority, may establish additional rules, providing the rules are not in conflict with the above guidelines.
- The TLHM Board of Directors shall resolve any disputes or misunderstandings relating to Common Areas.

IV. Enforcement

TLHM is authorized to take disciplinary or suspension action against a Member found to be in violation of this Policy. The Board of Directors has the authority to impose monetary fines, suspend privileges, and/or bring forth legal action upon Member who is in violation of the Governing Documents and rules.

Member is personally responsible for ensuring that the rules, regulations, and policies are followed by anyone they allow into the community. This includes any co-occupant, lessee, guest, care provider, vendor, invitee or contractor.

A complaint may be registered by calling the Security Department at 949-580- 1400 or anonymously via the Compliance Division at 949-268-CALL or compliance@vmsinc.org.

Interior Pest Control Policy
Adopted _____ Resolution 03-18-XX

1.1 PURPOSE & SCOPE

1.2 PURPOSE

The purpose of this document is to define the policies of Third Laguna Hills Mutual (TLHM) regarding the treatment and control of pests within the dwelling units.

1.3 SCOPE

Interior pests within the dwelling units incorporated within this policy include, but are not limited to, ants, bed bugs, cockroaches, spiders, fleas, and ticks "interior vermin". Exterior pests include, but are not limited to, termites, bees, wasps, and rodents "exterior vermin".

2.1 RESPONSIBILITIES

2.2 INTERIOR PESTS –
Individual Manors

Members shall be responsible for controlling pests inside of the manor and interior vermin. Members must comply when a 72-hour eradication notice is sent by the Maintenance and Construction Division (M&C Division). Member(s) must provide proof of eradication from a certified pest control company.

2.3 INTERIOR PESTS –
Multiple Manors

In the event of multiple unit interior infestations in a building which requires to have all pests eliminated simultaneously, TLHM may take responsibility for administration, scheduling, and execution of the treatment(s); however, the individual Member(s) determined to be the source of the infestation shall reimburse TLHM for costs incurred to perform treatment(s).

2.4 INTERIOR PESTS – Wood-
destroying insects

TLHM shall continue to take responsibility for the treatment of termites affecting Mutual- controlled property within Manors.

2.5 EXTERIO
R PESTS

TLHM shall continue to be responsible for controlling exterior vermin inhabiting Mutual- controlled property.

3.1 PROCEDURE

3.2 Residents are required to report any possible pest issue to the Resident

Services Department at 949-597-4600.

3.3 The M&C Division will receive the information and schedule an inspection as soon as reasonably possible.

3.4 The M&C Division will inspect and determine if the pests are contained in the manor.

3.5 If the pests are contained in the manor:

3.5.1 The Member will contact, hire, and schedule treatment from a professional company that specializes in interior pests within 72 hours.

3.5.2 The Member will need to provide the M&C Division confirmation that the treatment was performed.

3.5.3 The M&C Division will follow up on eradication with an inspection.

3.5.4 If the Member does not have the pest eradication completed within 5 business days, the M&C Department will take action to have the infestation eradicated professionally and the information forwarded to the Compliance Division for disciplinary action.

3.6 If the pests have extended beyond the manor:

3.6.1 The M&C Division will take action to schedule and coordinate a whole- structure tenting.

3.6.2 The M&C Division will determine if the building's regularly scheduled termite tenting is within the year and have both treatments done at the same time.

3.6.3 The M&C Division will follow the same notice requirements as outlined in the Pest Control for Termites Program.

3.6.4 The Member who is determined to be the source of the infestation shall be noticed for a disciplinary hearing and may be held responsible for all costs associated with the whole-structure tenting treatment.

4.0 Enforcement

TLHM is authorized to take disciplinary action against a Member found to be in violation of this Policy. The Board of Directors has the authority to impose monetary fines, suspend privileges, and/or bring forth legal action upon Member who is in violation of the Governing Documents and rules. The Board of Directors also has the authority to require that the Member reimburse TLHM for any and all associated costs incurred with the eradication of interior pests.

Member is personally responsible for ensuring that the rules, regulations, and policies are followed by anyone they allow into the community. This includes any co-occupant, lessee, guest, care provider, vendor, invitee or contractor.

February 20, 2018

A complaint may be registered by calling the Security Department at 949-580-1400 or anonymously via the Compliance Division at 949-268-CALL or compliance@vmsinc.org.

Attachment 2

Sample Letter to Member regarding Bedbug Infestation

December 6, 2017

Abstract

Owner/Member Name
Building, Street, Manor#
City, State, Zip Code

Re: Pest Control Treatment for Bed Bugs Required – Building #, Manor #

Dear Owner/Member Name,

Through inspections performed by an independent contractor on behalf of Third Laguna Hills Mutual, **Manor # in Building #** has been identified as containing an infestation of bed bugs. This letter is to make you aware that the treatment of bed bugs, along with the treatment of all other interior nuisance pests, is the responsibility of the Manor Owner.

In an effort to preserve and protect the health of your neighboring members, the Mutual has opted to monitor the eradication of the bed bugs identified at **Building/Manor #**.

You are required to seek treatment by a certified pest control agency in order to eliminate the above referenced infestation of pests within 72 hours of the above referenced letter date.

Evidence that corrective action is being taken must be provided to Operations Inspector Dennis Moore at (949) 268-2027 or Dennis.Moore@vmsinc.org no later than **72-hour DATE**. Written confirmation by a certified pest control agency stating appropriate treatment for bedbugs has been performed at the above referenced Manor must be provided by the Member/Non-Member Owner within 5 business days.

We would like to thank you in advance for your cooperation with the bed bug treatment process.

VMS Maintenance Operations Division

Copy: Compliance Department, VMS, Inc.

~~THIRD LAGUNA HILLS MUTUAL~~

~~SECTION 10 DOORS, EXTERIOR (SWING)~~

~~JANUARY 1989~~

~~REVISED AUGUST 2002, RESOLUTION M3-02-~~

~~38 REVISED MARCH 2003, RESOLUTION 03-~~

~~02-22~~

~~GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49~~

~~REVISED FEBRUARY 2018, RESOLUTION 03-17-~~

~~XX 1.0 GENERAL REQUIREMENTS~~

~~FOR GENERAL REQUIREMENTS SEE SECTION 1~~

~~GENERAL REQUIREMENTS FOR ALTERATION STANDARDS~~

- ~~1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and inspections office with City permit number(s) prior to beginning work.~~
- ~~1.2 **MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.~~
- ~~1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements, including, but not limited to, the current edition of the National Electric Code (NEC).~~
- ~~1.4 **WORK HOURS:** No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m. — 2:00p.m. for work which results in construction-related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. — 6:00p.m. No work whatsoever shall be permitted on Sunday.~~
- ~~1.5 **PLANS:** The Member applying for a permit shall provide to the Permits~~

~~and inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.~~

- ~~1.6 **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas "BROOM CLEAN" daily.~~
~~**USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT**~~

~~**PERMITTED.** Contractor's or Member's dumpsters, if required, must have location approved by the Permits and inspections office.~~

- ~~1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.~~

- ~~1.8 **CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.~~

2.1 TYPES OF DOORS

- 2.2** All doors shall be of solid core 1-1/2" minimum thickness with exterior grade hardware.

- 2.3** Dutch doors, split doors and French doors may be allowed provided any and all required permits are obtained through the City of Laguna Woods and the Permits and Inspections office. All costs of maintenance shall be borne by the Mutual member. ~~The exterior of the doors shall match the Mutual's painting policy, be of natural or stained wood, or of vinyl material.~~

- 2.4** Glass in entry doors may be allowed provided it follows the standards set for such installation as required by the current California Building Code. ~~the Uniform Building Code and complies in all respects with such standards.~~

- 2.5** Door trim shall not exceed 3" in width unless prior approval is obtained from the Alterations Department.

3.1 APPLICATIONS

- 3.2** ~~All doors shall be painted or stained to maintain an appearance that conforms to the approved paint color criteria as dictated by the Mutual's Policy on Exterior Paint Colors and Procedures. Doors shall be of natural or stained wood, or of fiberglass, or vinyl clad material. Painted~~
dDoors shall be the body

or trim color of the building, or be white. Doors may have natural or stained wood finish.

3.1 Screen door additions are acceptable.

3.2 ~~Exterior doors shall be compliant with the current edition of the Uniform Building Code. Door frames may not be replaced. Exterior doors shall only be allowed in existing openings. For existing openings wider than 36", doors with accompanying sidelights may be used.~~

3.3 Any required irrigation or landscaping modifications resulting from the door (or required steep-landing) installation must be performed by PCM—the Agent's Landscaping Division, at the Mutual member's expense.

3.65 Exterior doors shall only be allowed in existing openings. For existing openings wider than 36", doors with accompanying sidelights may be used.

3.6 Existing header height must remain unchanged.

~~THIRD LAGUNA HILLS MUTUAL~~

SECTION 11 EXTERIOR FLOOR COVERINGS

JANUARY 1989

REVISED MARCH 2003, RESOLUTION 03-03-23

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

REVISED FEBRUARY 2018, RESOLUTION 03-17-XX

1.0 GENERAL REQUIREMENTS

For General Requirements See
Section 1 General Requirements For Alteration Standards

1.1 GENERAL REQUIREMENTS

1.2 PERMITS AND FEES: A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and inspections office with City permit number(s) prior to beginning work.

1.3 MEMBERS' RESPONSIBILITY: The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.

1.4 CODES AND REGULATIONS: All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).

1.5 WORK HOURS: No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m. — 2:00p.m. for work which results in construction-related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. — 6:00p.m. No work whatsoever shall be permitted on Sunday.

1.6 PLANS: The Member applying for a permit shall provide to the Permits and inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.

1.7 DUMPSITES: The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member

~~and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas "BROOM CLEAN" daily.~~
USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED. Contractor's or Member's dumpsters, if required, must have location approved by the Permits and inspections office.

- ~~1.8~~ **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.
- ~~1.9~~ **CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor ~~person~~ will, at all times, extend and exhibit a courteous demeanor to residents.

2.1 APPLICATIONS

- ~~2.2~~ Floor coverings are installed by the Mutual members at their own risk.
~~Any building activity which may damage any type of floor covering shall be the resident's responsibility.~~
- ~~2.12~~ Attaching substances shall encompass glues or adhesive strips for carpeting coverings on concrete patio slabs only. Carpeting Coverings for balconies shall utilize adhesive strips only. Mortar, cements, etc., for tile only.
- ~~2.23~~ No screws, nails, or any type of penetrating attachments shall be permitted.
- ~~2.34~~ Walkway coverings and coatings are prohibited in Common Areas. ~~Floor coverings shall not be installed on any non-entry walk.~~
- ~~2.45~~ Color, style, fashion, or design of any floor covering shall be optional.
- ~~2.56~~ Glazed tile, due to its slippery surface, is not recommended for use as a floor covering.
- ~~2.67~~ A four inch mow strip will be left (set back) on all patio slab coverings.
~~For all walkway coverings~~
- ~~2.78~~ Concrete stain and epoxy coatings are permitted on concrete slabs in patios, atriums, and courtyards only. These coatings are prohibited on Common Area walkways.

3.1 MAINTENANCE

- ~~3.2~~ Mutual Members must maintain and/or replace, as needed, all floor coverings installed.

- 3.3 ~~Mutual Members shall be responsible to remove any floor covering for access to the subsurface for purposes of repairs or inspection as may be required.~~
- 3.4 ~~Mutual Members assume all responsibility for tile that cracks or becomes loose due to the building movement or other causes.~~
- 3.5 ~~Mutual Members assume responsibility for any building damage occurred due to the installation of a floor covering.~~
- 3.6 On wood frame balconies, if the floor covering restricts the Mutual from performing periodic or preventive maintenance activities, the Member shall be responsible for all damages caused by the lack of maintenance.
- 3.7 If the floor covering holds moisture, restricts water drainage, or causes moisture related damage, the Member shall be responsible for all costs related to the damage.
- 3.8 Floor coverings are installed by the Members at their own risk. Any building activity which may damage any type of floor covering shall be the resident's responsibility.

THIRD LAGUNA HILLS MUTUAL

SECTION 13 FENCES, WROUGHT IRON

FEBRUARY 1985

REVISED APRIL 1996, RESOLUTION M3-96-28

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-

49 REVISED JULY 2013, RESOLUTION 03-13-74

REVISED FEBRUARY 2018, RESOLUTION 03-18-XX

1.1 GENERAL REQUIREMENTS

For General Requirements See

Section 1 General Requirements for Alteration Standards

- 1.2 PERMITS AND FEES: A Mutual permit is required for all alterations to the ~~building~~. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and inspections office with City permit number(s) prior to beginning work.
- 1.3 MEMBERS' RESPONSIBILITY: The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.4 CODES AND REGULATIONS: All work shall comply with all applicable local, ~~state~~, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.5 WORK HOURS: No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m. — 2:00p.m. for work which results in construction-related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. — 6:00p.m. No work whatsoever shall be permitted on Sunday.
- 1.6 PLANS: The Member applying for a permit shall provide to the Permits and inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.

1.7 DUMPSITES: ~~The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas "BROOM CLEAN" daily.~~
USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED. ~~Contractor's or Member's dumpsters, if required, must have location approved by the Permits and inspections office.~~

1.8 CONTRACTOR: ~~Installation must be performed by a California licensed contractor of the appropriate trade.~~

1.9 CONTRACTOR'S CONDUCT: ~~Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.~~

2.1 APPLICATIONS

2.2 No fence shall be over 5'-0" in height, inclusive of wall and fence, nor under 12" in height.

2.3 All posts shall be attached to slab, wall, or set in concrete. No posts shall have contact with any soil.

2.4 All posts and related pieces shall be of common square, rectangular, and flat stock. No round bar.

2.5 Attachments to buildings shall be lags or ~~metal shots~~ only, predrilled and adequate sealant applied. Sealant shall keep all moisture from entering the structure. All connections shall be galvanized or stainless steel.

2.6 Wrought iron fencing may be installed as ~~approved as part of a block wall. See Specifications Standard Section 6 for block walls.~~

2.7 Openings ~~for with gates~~ are permissible. Openings may only open onto designated pathways.

2.8 Block walls with wrought iron fencing may be installed between the existing entry columns, and between an entry column and an adjacent wall, of single story manors. Common Area Agreements will be required when the Condominium Plan designates the location of the alteration as Mutual Common Area.

2.9 All wrought iron shall be painted in accordance with the Mutual's painting policy- black, white, or the color of the wall of which it's

attached. If existing wrought iron fencing or gates are present on the subject building, the color of these new fences and gates shall match existing.

- 2.10** Removal of decorative wrought iron over windows and security bars over windows is permitted.

3.1 SPRINKLER REVISIONS

- 3.2** Sprinklers will be revised only by the ~~managing agent's~~Staff landscape crews, and the cost of such revisions shall be at the expense of the ~~resident owner~~Member of that unit.

3.2 No sprinklers will be placed inside any patio area by the managing agent's landscape crews, and nor shall any sprinkler systems added shall ~~not be~~ connected to the Mutually-owned system.

~~THIRD LAGUNA HILLS MUTUAL~~

SECTION 17 GATES

SEPTEMBER 1981

**REVISED APRIL 1996, RESOLUTION M3-96-
28 REVISED MAY 2008, RESOLUTION 03-08-
42**

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

**GENERAL REQUIREMENTS REMOVED JANUARY 2018. RESOLUTION 03-18-
XX REVISED FEBRUARY 2018. RESOLUTION 03-18-XX**

1.1GENERAL REQUIREMENTS

FOR GENERAL REQUIREMENTS SEE

SECTION 1 GENERAL REQUIREMENTS FOR ALTERATION STANDARDS

1.2building. ~~A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and inspections office with City permit number(s) prior to beginning work.~~

1.3MEMBERS' RESPONSIBILITY: ~~The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.~~

1.4CODES AND REGULATIONS: ~~All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).~~

1.5WORK HOURS: ~~No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m. — 2:00p.m. for work which results in construction-related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as~~

~~painting and carpet installation, permitted hours are 7:00a.m. — 6:00p.m. No work whatsoever shall be permitted on Sunday.~~

1.6PLANS: ~~The Member applying for a permit shall provide to the Permits and inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.~~

~~1.7 DUMPSITES:~~ The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas "BROOM CLEAN" daily. ~~USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.~~ Contractor's or Member's dumpsters, if required, must have location approved by the Permits and inspections office.

~~1.8 CONTRACTOR:~~ Installation must be performed by a California licensed contractor of the appropriate trade.

~~1.9 CONTRACTOR'S CONDUCT:~~ Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.

2.1 APPLICATIONS – PATIO WALLS

2.2 No single gate will be of two pieces or require more than three hinges for attachments.

2.3 All gates, other than wrought iron, will be painted to match the color of the wall or the building in accordance with Mutual painting policy. Gates shall matching existing gates and fences.

2.4 Gates may be installed that open into limited common area; also where limited access to entryways does not obstruct necessary access to common areas.

2.5 Gates will be constructed of ~~wood~~ vinyl or wrought iron only.

2.6 Gates shall match existing design and construction.

Gates shall be no higher than the wall in which they are part of, with the exception of decorative or radiused finished tops.

3.1 APPLICATIONS – PATIO RAILINGS IN THREE STORY BUILDINGS

3.2 This Section Addresses Gates Cut Into Existing Metal, Or Wood, Patio Railings In Three Story Buildings.

3.23.1 Gates can be installed only if the Common Area made accessible by the gate is safe to traverse considering factors such as the slope of the land and the landscaping, as determined by Staff.

~~3.33.2~~ A site visit inspection by the Alterations Inspector will be required prior to the issuance of a permit for a gate installation.

~~3.43.3~~ The opening cut into the railing for the gate must be a minimum of 24" and a maximum of 36" wide.

~~3.53.4~~ Gates will be constructed and painted to match the existing railing.

~~3.63.5~~ Where cuts have been made they will be finished to prevent injuries. Horizontal wrought iron bars must be capped, or sealed to prevent moisture intrusion. Caps must be steel; plastic caps are prohibited.

~~3.73.6~~ Vertical bars of the same size and shape as the railing's original bars must finish the ends of the gate and railing where they have been cut. These vertical bars must be capped, or otherwise sealed, to prevent moisture intrusion. Caps must be steel; plastic caps are prohibited.

~~3.83.7~~ Gates should be positioned in either side of the railing, and not the front, be clear of obstructions, and designed to swing so that they provide access to a safe passage with minimal impact on the landscaping. The gates must be able to open fully, at least 90 degrees, without striking objects on adjacent walls or in the landscape. If the gate opens onto the patio it must not obstruct the manor doorway that accesses the patio.

~~3.9~~ A landing the length of the gate opening and 36" wide may be required to be constructed to be even with the grade of the patio. Site specific plans, including method of attachment to the existing patio, inclusive of any necessary moisture barrier, must be submitted for consideration.

~~3.10~~ Steps, positioned along the side of the patio must be provided to reach the landing if the distance from the surface of the landing to the

ground is greater than 7.5". No step may have a rise of over 7.5", or a tread of less than 11". Steps will be 36" wide to match the width of the landing. If more than one step is required the rise for each of the steps may not vary by more than 3/8" from one another. Maximum number of steps is four (4) with no more than a 30 inch rise.

~~3.113.8~~ All required landscaping and irrigation revisions will be performed by the Mutual at the Member's expense.

~~3.12~~ Should the height of the patio require installation of steps and a stoop in Common Area, in addition to the required landing, the applicant is required to execute and submit to Third Laguna Hills Mutual, prior to installation of the landing,

February 20, 2018

~~steps, and stoop, the "Agreement Regarding Patio Ingress/Egress Installation on Common Area Property" or similarly titled document.~~

3.133.9 Personal items cannot be located outside of the patio in the Common Area made accessible by the gate, or on the landing, steps, or stoop.

3.134.0 Concrete stoops, stepping stones or paving stones are not permitted in Common Area where the gate is located.

SECTION 21 PATIO SLABS

FEBRUARY 1985

**REVISED FEBRUARY 2003, RESOLUTION 03-03-17
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49
GENERAL REQUIREMENTS REMOVED JANUARY 2018, RESOLUTION 03-18-XX
REVISED FEBRUARY 2018, RESOLUTION 03-18-XX**

1.1 GENERAL REQUIREMENTS

For General Requirements See

Section 1 General Requirements for Alteration Standards

- 1.2 PERMITS AND FEES:** ~~A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and inspections office with City permit number(s) prior to beginning work.~~
- 1.3 MEMBERS' RESPONSIBILITY:** ~~The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.~~
- 1.4 CODES AND REGULATIONS:** ~~All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).~~
- 1.5 WORK HOURS:** ~~No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m. — 2:00p.m. for work which results in construction related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. — 6:00p.m. No work whatsoever shall be permitted on Sunday.~~
- 1.6 PLANS:** ~~The Member applying for a permit shall provide to the Permits and inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and~~

specifications.

- 1.7 ~~**DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas "BROOM CLEAN" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.**~~

~~Contractor's or Member's dumpsters, if required, must have location approved by the Permits and inspections office.~~

- 1.8 ~~**CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.~~
- 1.9 ~~**CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor ~~person~~ will, at all times, extend and exhibit a courteous demeanor to residents.~~

2.1 PREPARATIONS

- 2.2 In each case, the site will be inspected prior to work for adjustments pertaining to this section.
- 2.3 No slab will be allowed that will hinder yard drainage.
- 2.4 No slab will be allowed in areas where access for maintenance is required.
- 2.5 In no case will concrete cover over sprinklers, sprinkler lines, or other related items.

3.1 APPLICATIONS

- 3.2 Patios may be constructed of a concrete slab or interlocking concrete pavers only.
- 3.3 Planting or dirt areas inside the defined patio walls may be paved over with concrete or interlocking pavers providing the paving does not extend beyond the wall.
- 3.4 Concrete slabs will be 4" minimum in thickness and will be required to be constructed of 520-C-2500 concrete ~~2000 P.S.I.~~ strength within 28

days. Welded Wire

mesh or ~~or~~ #3 rebar and a vapor barrier with minimum of 1" sand cover are required. ~~as part of the installation.~~

~~3.43.3~~ All installations must have a minimum slope of 1/4" per foot and drain to drain inlets or landscaping.

~~3.53.4~~ Interlocking paver installations must use treated wood, redwood or plastic edging. ~~and Edging shall be secured edging in place per manufacturer's specifications.~~

~~3.63.5~~ Interlocking paver installations must use a "Class 2" subbase of a minimum of 4 inches deep and must use a coarse sand layer of at least 1 inch thick as bedding for pavers. Paved area must be compacted with a vibrating flat plate to lock pavers into place.

~~3.73.6~~ Pavers may be 7/8 of an inch to one inch thick if ~~overlayed~~ overlaid on an existing concrete slab. Otherwise pavers must be 2 3/8-inches thick.

~~3.83.7~~ Pavers may not form or contain any pictures, symbols or wording.

3.8 Refer to Section 11 – Exterior Floor Coverings for ~~parameters~~ specifications regarding covering patio slabs.

3.9 Patio slab extensions shall not encroach into Common Area.

4.1 SPRINKLER REVISIONS

4.2 Any required landscape or irrigation revisions will be performed only by P.C.M. Village landscape crews, and the cost of such revisions shall be at the cost of the Mutual member performing the alteration.

4.3 No sprinklers will be placed inside any patio area by P.C.M. Village. Landscape crews. Any systems added shall not be connected to the Mutual-owned system.



SPECIAL MEETING
MINUTES OF THE STRATEGIC PLANNING
OF THE THIRD BOARD OF DIRECTORS, THIRD LAGUNA HILLS MUTUAL,
A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION

February 23, 2018
9:00 a.m. • Willow Room

Members Present: Rosemarie diLorenzo, Bill Walsh, James Tung, Burt Baum, Steve Parsons (entered the meeting at 9:08 a.m.), Bunny Carpenter (entered the meeting at 9:10 a.m.), Roy Bruninghaus, Susan Caine, John Frankel, Bert Moldow and Jules Zalon

Members Absent: None

Staff Present: Brad Hudson and Leslie Cameron

1. Welcome/Call Meeting to Order

President diLorenzo called the meeting to order at 9:00 a.m.

2. Establish Quorum

President diLorenzo announced a quorum is present for the meeting.

3. Approval of the Agenda

By consensus the Board approved the agenda as presented.

4. Strategic Planning:

Landscape – The items listed below represent issues/suggestions that will be prioritized by the Landscape Committee and discussed with Bruce Hartley, General Services Director. CEO Hudson will make available to the Board an evaluation of landscaping standards. Overall, there is a need for a Continuous Improvement Plan (CIP) which will focus on the modernization and beautification of our landscaping and slopes by the use of newer drought and fire resistant plant species, the introduction of various water reduction programs and the use of improved processes and equipment.

Trees/Hedges:

- Use Arbor Pro to identify trees requiring proper trimming to reduce fire hazards.

- Need clear policy to identify trees that have to be removed and that establishes a process for treatment of trees and landscaping after tree is removed.
- Need annual tree and hedge rimming around blocked street and walkway lights.
- Continue policy of not topping trees and prevent resident from doing so.
- Replace old, unattractive hedges with modern, appealing plantings.

Slopes

- Overall problem of poor landscaping.
- Need newer, lower growing, fire resistant and appealing plant species.
- Make slopes more flood resistant and prevent mud flow.
- Eliminate fuel sources.

Water/Drought

- Ongoing need to reduce water usage.
- Determine if soil sensor will promote proper irrigation using less water.
- Investigate other equipment and processes.
- Promote/expand turf removal/reduction program. Introduce drought resistant plants and turf.
- Put in attractive, drought resistant landscaping and plants at Gates and Clubhouses as a way to promote them to residents.
- Pursue goal of making Community 10-15% California Scape in five years.

Education/Communication

- Change perception of landscaping (both of appearance and of staff) by residents.
- Communicate successes and future plans.
- Communicate necessity and safety of pesticide program – listen to complaints and change if necessary.
- Educate resident about watering of plants.
- Improve staff performance in the field and responsiveness to resident requests and complaints.

Director diLorenzo suggested modeling the landscaping at the Clubhouses for the community to see what the modernization program will look like.

Communications – The items listed below represent issues/suggestions that will be prioritized by the Communication Committee and discussed with Eileen Paulin, Communication Manager. General consensus is that we need to improve and utilize the various modes of communication we now have to reach out to more residents, make them aware of what's going on and how it affects them and in the process dispel rumors and increase resident interest and participation.

The major tools we now have are:

- Website
- Blasts
- Breeze Newsletter
- Village Television
- Facebook
- Flyers
- Town Halls

Blasts

- Examine number of Blasts that go out and determine specific need and goal for each (guidelines).
- Friday Blast is not organized or approved by the Boards and Communication Committee.

Website

- Hard to navigate.
- Not user friendly.
- Need better search functions.
- Language barrier.
- Coordination with old website.

Village Television/ (This Day)

- Little good data on how many watch.
- Stodgy image – competition from commercial TV, Internet, Social Media
- Televise Committee Meetings.
- Present short (15 min) summary of Board and Committee meeting with highlights.

Breeze

- All residents receive electronic or paper editions.
- Good (40%) open rate, of electronic version, but do they read it?
- Need better feedback from readers.

Town Halls

- Not utilized well
- Not well attended

Facebook

- Interest and usage are increasing.
- How used-is it sales or news tool?

Flyers-Brochures

- Numerous distributed by many sources (VMS, City Hall, Various Departments)
- No overall editing, co-ordination or clear means of distribution.

- Improvement needed in alerting residents about construction.

Language/Social Barriers

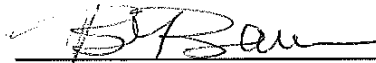
- Online translation tools needed.
- Reach out in particular to various ethnic clubs, groups.
- Provide information on paper to computer impaired.

Other Needs/Approaches

- Shorter Board Meetings – put more items in Consent Section
- Reach out to residents more directly.
 - Neighborhood Groups
 - Building Captains
 - Cul-de-Sacs
 - Coffees
 - Clubs

6. Adjournment

The meeting was adjourned at 11:49 a.m.



Burt Baum, Board Secretary
Third Laguna Hills Mutual



OPEN MEETING

**MINUTES OF SPECIAL OPEN MEETING OF THE BOARD OF DIRECTORS
OF THIRD LAGUNA HILLS MUTUAL,
A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION**

Tuesday, March 6, 2018
Laguna Woods Village Community Center
Sycamore Room • 1:00 PM – 1:30 PM

Directors Present: President Rosemarie di Lorenzo, Bill Walsh, Burt Baum, Steve Parsons, John Frankel, Bunny Carpenter, Bert Moldow, Jules Zalon, Roy Bruninghaus and James Tung

Directors Absent: Susan Caine

Staff Present: Ernesto Munoz, Guy West and Laurie Chavarria

1. CALL TO ORDER / ESTABLISH A QUORUM

Rosemarie di Lorenzo, President of the Corporation, chaired the meeting and stated that it was a special meeting held pursuant to notice duly given. A quorum was established, and the meeting was called to order at 1:03 PM.

2. PLEDGE OF ALLEGIANCE

President di Lorenzo led the Pledge of Allegiance.

3. APPROVAL OF AGENDA

Director Moldow made a motion to approve the agenda as presented. Director Bruninghaus seconded the motion and it was approved by consensus.

4. OPEN FORUM

There were no Open Forum Speakers.

5. RESPONSES TO OPEN FORUM SPEAKERS

None.

January 2, 2018

6. UNFINISHED BUSINESS

6a. Contract Award for Street Light Acquisition Consultant

Ernesto Munoz summarized the contract and the proposed changes from Sandra L. Gottlieb, Esq., and answered questions from the Board.

Discussion ensued among the Directors.

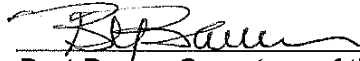
Director Moldow made a motion to award the contract to Siemens Industry Inc. in the not to exceed amount of \$843,857 to be funded from the Exterior Lighting Replacement Fund in order to provide acquisition services, lighting fixture conversion from high-pressure sodium (HPS) to light emitting diodes (LED), and operations and maintenance services to 788 street light fixtures, for a term of three years, with a two time optional one year extension. The motion was seconded by Director Parsons and passed unanimously.

7. DIRECTOR'S COMMENTS

None.

8. ADJOURNMENT

The meeting was adjourned at 1:30 p.m.


Burt Baum, Secretary of the Board
Third Laguna Hills Mutual

RESOLUTION 03-18-XXX

Variance Request

WHEREAS, Mr. and Mrs. Richard and Heidi Penkava of 3191-D Via Buena Vista, a La Reina style Manor, are requesting Board approval of a variance to construct a room addition on the same footprint as the existing enclosed rear patio; and

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected Units on February 16, 2018, notifying them that an application to make an alteration to a neighboring Unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on February 26, 2018; and

NOW THEREFORE BE IT RESOLVED, on March 20, 2018, the Board of Directors hereby approves the request for the variance to construct a room addition on the same footprint as the existing enclosed rear patio, to the requesting member with the condition that the proposed alteration is constructed in accordance with the following criteria:

1. A Mutual Consent for Manor Alterations has been granted at **3191-D** for **Rear Patio Room Addition**, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
2. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
3. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
4. Prior to the issuance of a Mutual Consent for Manor Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement. They shall also include all necessary connections and flashings to adjacent buildings.

5. Prior to the issuance of a Mutual Consent for Manor Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member Owner may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member Owner's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must first be replaced or repaired at the Member Owner's expense during construction of the improvement.
6. Prior to the issuance of a Mutual Consent for Manor Alterations, the Member Owner shall request a Landscape Department inspection in order to assure all landscape, irrigation, and drainage modifications associated with the improvements are identified and completed by the Landscape Department at the expense of the Member Owner. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
7. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified as "Third Laguna Hill Mutual Color Selections" at Resident Services, located at the Community Center first floor.
8. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Manor.
9. Prior to the Issuance of a Mutual Consent for Alterations, acoustical impacts shall be considered and will require noise reducing material such as sound dampening drywall on common walls of the alteration (such as QuietRock® drywall panels or similar approved products).
10. No improvement shall be installed, constructed, modified or altered at Manor 3191-D, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
11. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to

inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.

12. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 3191-D and all future Mutual members at 3191-D.
13. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.
14. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment, traffic or other charge levied in connection therewith.
15. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com/residents/resident-services> and click on documents and Business Pass Application Instructions) in place to admit contractors and other invites.
16. Member Owner's contractors and other invitees shall have business signage on vehicles and travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
17. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
18. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member shall post a Conformance Deposit in the amount of \$250 for all improvements exceeding a total of \$500. The Conformance Deposit will be held until Final City Building Permit Issuance if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.
19. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Member Owner or the Property, to cover and/or recoup any costs whatsoever, including, but not be limited to, administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection

with the Property, or to any unpaid charges or assessments on the Mutual's account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied against any invitee of Member Owner; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Member Owner's contractor or other invitee; costs incurred by the Mutual in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; or to an unpaid assessment, special assessment, late charge, interest or collection costs posted to the Mutual's account for the Property. The foregoing list is illustrative only and in no way represents the only situations where the Mutual could apply all or a portion of the Conformance Deposit.

20. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Member Owner agrees to immediately deposit additional sums with the Mutual in an amount sufficient to return the Conformance Deposit to the originally required level. Until the Conformance Deposit is so replenished, an automatic stop work order shall be in effect.
21. Any remaining Conformance Deposit is refundable if the Member Owner notifies the Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Division agrees with the same. The Mutual will mail the unused portion of the Conformance Deposit, if any, to the Member Owner's address of record with the Mutual. Under no circumstances shall Member Owner be entitled to any interest on any portion of the Conformance Deposit. If no written request for return of a Conformance Deposit is made by Member Owner within two years from the date when the Conformance Deposit is posted with the Mutual, the Conformance Deposit will be deemed forfeited to the Mutual.
22. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
23. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
24. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
25. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
26. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.

27. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
28. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.

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RESOLUTION 03-18-XXX

Variance Request

WHEREAS, Mr. Chien Wang of 3238-B San Amadeo, a La Reina style manor, is requesting Board approval of a variance to construct a room addition on the same footprint as the existing covered front patio; and

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected Units on February 16, 2018, notifying them that an application to make an alteration to a neighboring Unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on February 26, 2018; and

NOW THEREFORE BE IT RESOLVED, on March 20, 2018, the Board of Directors hereby approves the request for the variance to construct a room addition on the same footprint as the existing covered front patio, to the requesting member with the condition that the proposed alteration is constructed in accordance with the following criteria:

1. Prior to the Issuance of a Mutual Consent for Alterations, acoustical impacts shall be considered and will require noise reducing construction methods or materials such as sound dampening drywall on common walls of the alteration (such as QuietRock® drywall panels or similar approved products).
2. All piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations thorough framing.
3. Prior to the issuance of a Mutual Consent for Manor Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
4. No improvement shall be installed, constructed, modified or altered at Manor 3238-B, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
5. A Mutual Consent for Manor Alterations has been granted at 3238-B for Room Addition on Front Patio, subject to the attached plans stamped approved and

is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.

6. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
7. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 3238-B and all future Mutual members at 3238-B.
8. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.
9. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment, traffic or other charge levied in connection therewith.
10. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com/residents/resident-services> and click on documents and Business Pass Application Instructions) in place to admit contractors and other invites.
11. Member Owner's contractors and other invitees shall have business signage on vehicles and travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
12. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
13. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common

Area Agreement” must be filed with the Orange County Clerk/Recorder.

14. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
15. Prior to the Issuance of a Mutual Consent for Manor Alterations, the Member Owner must have conducted an inspection of the waste lines, by a VMS Plumber, to assure no repairs are needed. The inspection will be a chargeable service to the Member Owner. Inspection appointments are to be made with Resident Services, by authorized persons only. Findings from the video inspection will be recorded on the chargeable service ticket for Manor Alterations staff to review.
16. Prior to the issuance of a Mutual Consent for Manor Alterations, if required, a Mutual Roof Alteration Notification (“Tie-In Form”) must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member Owner may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual’s roofing contractor at the Member Owner’s expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must first be replaced or repaired at the Member Owner’s expense during construction of the improvement.
17. Prior to the issuance of a Mutual Consent for Manor Alterations, the Member Owner shall request a Broadband infrastructure inspection to assure that Mutual property is appropriately identified in order to be addressed during construction.
18. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified as “Third Laguna Hill Mutual Color Selections” at Resident Services, located at the Community Center first floor.
19. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member shall post a Conformance Deposit in the amount of \$250 for all improvements exceeding a total of \$500. The Conformance Deposit will be held until Final City Building Permit Issuance if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.
20. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual’s sole discretion, to any fine levied against the Member Owner or the Property, to cover and/or recoup any costs whatsoever, including, but not be limited to,

administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection with the Property, or to any unpaid charges or assessments on the Mutual's account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied against any invitee of Member Owner; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Member Owner's contractor or other invitee; costs incurred by the Mutual in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; or to an unpaid assessment, special assessment, late charge, interest or collection costs posted to the Mutual's account for the Property. The foregoing list is illustrative only and in no way represents the only situations where the Mutual could apply all or a portion of the Conformance Deposit.

21. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Member Owner agrees to immediately deposit additional sums with the Mutual in an amount sufficient to return the Conformance Deposit to the originally required level. Until the Conformance Deposit is so replenished, an automatic stop work order shall be in effect.
22. Any remaining Conformance Deposit is refundable if the Member Owner notifies the Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Division agrees with the same. The Mutual will mail the unused portion of the Conformance Deposit, if any, to the Member Owner's address of record with the Mutual. Under no circumstances shall Member Owner be entitled to any interest on any portion of the Conformance Deposit. If no written request for return of a Conformance Deposit is made by Member Owner within two years from the date when the Conformance Deposit is posted with the Mutual, the Conformance Deposit will be deemed forfeited to the Mutual.
23. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
24. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Manor.
25. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
26. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
27. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.

28. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
29. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
30. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.

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RESOLUTION 03-18-XXX

Variance Request

WHEREAS, Mr. Reza Karimi of 5037 Avenida Del Sol, a Villa Reposa style manor, is requesting Board approval of a variance to construct a room addition and patio cover on the same footprint as the original patio shown on the building's condominium plan; and

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected Units on February 16, 2018, notifying them that an application to make an alteration to a neighboring Unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on February 26, 2018; and

NOW THEREFORE BE IT RESOLVED, on March 20, 2018, the Board of Directors hereby approves the request for the variance to construct a room addition and patio cover on the same footprint as the original patio shown on the building's condominium plan, to the requesting member with the condition that the proposed alteration is constructed in accordance with the following criteria:

1. The eaves on the rear of the alteration room addition shall be 6 inches or less.
2. No improvement shall be installed, constructed, modified or altered at Manor 5037, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
3. A Mutual Consent for Manor Alterations has been granted at 5037 for Room Addition and Patio Cover on Rear Patio, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
4. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.

5. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 5037 and all future Mutual members at 5037.
6. or to the issuance of a Mutual Consent for Manor Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
7. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.
8. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment, traffic or other charge levied in connection therewith.
9. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com/residents/resident-services> and click on documents and Business Pass Application Instructions) in place to admit contractors and other invites.
10. Member Owner's contractors and other invitees shall have business signage on vehicles and travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
11. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
12. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.

13. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
14. Prior to the issuance of a Mutual Consent for Manor Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member Owner may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member Owner's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must first be replaced or repaired at the Member Owner's expense during construction of the improvement.
15. Prior to the issuance of a Mutual Consent for Manor Alterations, the Member Owner shall request a Landscape Department inspection in order to assure all landscape, irrigation, and drainage modifications associated with the improvements are identified and completed by the Landscape Department at the expense of the Member Owner. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
16. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified as "Third Laguna Hill Mutual Color Selections" at Resident Services, located at the Community Center first floor.
17. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member shall post a Conformance Deposit in the amount of \$250 for all improvements exceeding a total of \$500. The Conformance Deposit will be held until Final City Building Permit Issuance if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.
18. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Member Owner or the Property, to cover and/or recoup any costs whatsoever, including, but not be limited to, administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection with the Property, or to any unpaid charges or assessments on the Mutual's account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied against any invitee of

Member Owner; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Member Owner's contractor or other invitee; costs incurred by the Mutual in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; or to an unpaid assessment, special assessment, late charge, interest or collection costs posted to the Mutual's account for the Property. The foregoing list is illustrative only and in no way represents the only situations where the Mutual could apply all or a portion of the Conformance Deposit.

19. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Member Owner agrees to immediately deposit additional sums with the Mutual in an amount sufficient to return the Conformance Deposit to the originally required level. Until the Conformance Deposit is so replenished, an automatic stop work order shall be in effect.
20. Any remaining Conformance Deposit is refundable if the Member Owner notifies the Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Division agrees with the same. The Mutual will mail the unused portion of the Conformance Deposit, if any, to the Member Owner's address of record with the Mutual. Under no circumstances shall Member Owner be entitled to any interest on any portion of the Conformance Deposit. If no written request for return of a Conformance Deposit is made by Member Owner within two years from the date when the Conformance Deposit is posted with the Mutual, the Conformance Deposit will be deemed forfeited to the Mutual.
21. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
22. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
23. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
24. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
25. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
26. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, work outside the

approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.

27. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.

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RESOLUTION 03-xx-xx
Tree Removal Approval

WHEREAS, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

WHEREAS, on March 1, 2018, the Landscape Committee recommended to approve the request to remove the tree located at 3060-C; and

NOW THEREFORE BE IT RESOLVED, March 20, 2018, the Board of Directors approved a request for the removal of one Weeping Fig tree;

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

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RESOLUTION 03-xx-xx
Tree Removal Approval

WHEREAS, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

WHEREAS, on March 1, 2018, the Landscape Committee recommended to approve the request to remove the trees located at 3110-D **at owner's cost**; and

NOW THEREFORE BE IT RESOLVED, March 20, 2018, the Board of Directors approved a request for the removal of three Queen Palm trees **at owner's cost**;

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

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RESOLUTION 03-xx-xx
Tree Removal Approval

WHEREAS, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

WHEREAS, on March 1, 2018, the Landscape Committee recommended to approve the request to remove the trees located at 3436-P; and

NOW THEREFORE BE IT RESOLVED, March 20, 2018, the Board of Directors approved a request for the removal of two Fern Pine trees;

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

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RESOLUTION 03-xx-xx
Tree Removal Denial

WHEREAS, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

WHEREAS, on March 1, 2018, the Landscape Committee recommended to deny the request to remove the trees located at 5493-A; and

NOW THEREFORE BE IT RESOLVED, March 20, 2018, the Board of Directors denied a request for the removal of two Southern Magnolia trees;

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

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RESOLUTION 03-xx-xx
Tree Removal Denial

WHEREAS, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

WHEREAS, on March 1, 2018, the Landscape Committee recommended to deny the request to remove the trees located at 5055; and

NOW THEREFORE BE IT RESOLVED, March 20, 2018, the Board of Directors denied a request for the removal of three Fern Pine trees;

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

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RESOLUTION 03-xx-xx
Tree Removal Approval

WHEREAS, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

WHEREAS, on March 1, 2018, the Landscape Committee recommended to approve the request to remove two trees located at 5593-B **at owner's cost**; and

NOW THEREFORE BE IT RESOLVED, March 20, 2018, the Board of Directors approved a request for the removal of one Carrotwood tree and one Evergreen Pear **at owner's cost**;

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

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RESOLUTION 03-18-XX

Recording of a Lien

WHEREAS, Member ID 932-310-93; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, March 20, 2018, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-310-93 and;

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

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ENDORSEMENT (to Third Board)

Red Curb Removal Appeal at B3304 – CDS 325

Staff met with the Parking Taskforce on February 16, 2018 to review and possibly revise the Red Curb Request Procedure and Criteria. The Taskforce reviewed the current criteria for approving red curb requests and found it to be sufficient with no changes required.

The current procedure only allows for red curb to be painted for Legal requirements such as a fire lane, or for safety. The red painted curbs in cul-de-sac 325 were removed during the month of October. Shortly after the removal work was completed the resident at 3304-O (Norma Fox) filed a complaint requesting the curb in front of Building 3304 be repainted red. The resident's perception is that the red paint removal has allowed cars to park curbside making it difficult to maneuver vehicles in and out of the parking spaces from the adjacent carport.

Staff investigated the complaint and determined there is adequate space for maneuvering a vehicle in and out of the garage and denied repainting of the curb.

A motion was made to recommend the Board approve that the red curb removed during the reset program at Building 3304 in cul-de-sac 325 remain unpainted.

By a vote of 8/1/0 (Director Zalon opposed), the motion passed.



STAFF REPORT

DATE: March 5, 2018
FOR: Maintenance and Construction Committee
SUBJECT: Red Curb Reset Appeal at B3304 (CDS325)

RECOMMENDATION

That the red curb removed during the reset program at Building 3304 in cul-de-sac 325 remain unpainted.

BACKGROUND

As directed, staff met with the Parking Taskforce on February 16, 2018 to review and possibly revise the Red Curb Request Procedure and Criteria. The Taskforce reviewed the current criteria for approving red curb requests and found it to be sufficient with no changes required.

The current procedure only allows for red curb to be painted for Legal requirements such as a fire lane, or for safety (Attachment 1).

As a result of a parking survey approved by the Third Mutual Board and performed by Urban Crossroads, EZ Line Parking Solutions was contracted to remove red painted curbing to raise parking capacity throughout the community. Red painted curbs in cul-de-sac 325 were removed during the month of October (Attachment 2). Shortly after the removal work was completed the resident at 3304-O (Norma Fox) filed a complaint requesting the curb in front of Building 3304 be repainted red. The resident's perception is that the red paint removal has allowed cars to park curbside making it difficult to maneuver vehicles in and out of the parking spaces from the adjacent carport (Attachment 3).

Staff investigated the complaint and determined there is adequate space for maneuvering a vehicle in and out of the garage and denied repainting of the curb. However, the resident appealed staff's decision.

DISCUSSION

Based on the current red curb request procedure and criteria, this area does not qualify for red curb. However, staff did investigate the resident's maneuverability complaint, which included measuring the distance from the wall of the Carport at 3105 to the edge of the sidewalk in front of Building 3304 and noted this distance at twenty eight (28) feet in length. In addition, staff filmed a video of a vehicle parked curbside in front of 3304 and a vehicle pulling into and out

from Carport 3105 to demonstrate the maneuverability a vehicle has in this situation. After several successful runs, it was determined that there is adequate space for vehicles to pull in and out of Carport 3105 when a vehicle is parked at the curb area in front of Building 3304.

FINANCIAL ANALYSIS

Removal of the red painted curb at cul-de-sac 325 in front of Building 3304 cost \$344.

Repainting the curb red at cul-de-sac 325 in front of Building 3304 will cost \$350.

Prepared By: Erik Schneekluth, Construction Superintendent

Reviewed By: Guy West, Projects Department Manager
Ernesto Munoz, Maintenance & Construction Director

ATTACHMENT(S)

Attachment 1 – Current Red Curb Request Procedure

Attachment 2 – Cul-de-sac 325 post red curb removal work

Attachment 3 – Cul-de-sac 325 parking under Building 3303 in Carport 3105

ATTACHMENT 1



REVISED RED CURB REQUEST PROCEDURE

1. Any request from a resident to have curbs painted red shall be reviewed and decided on by VMS Maintenance & Construction Department Staff. Denials may be appealed to the Maintenance and Construction Committee. Staff shall provide a report with a recommendation for action to the Maintenance & Construction Committee on all appeals.
2. Staff shall only recommend approval of such a request if:
 - A. Legal requirements imposed on the Mutual such as Fire Lanes, etc. require a red curb.
 - B. A finding is made from an engineering study that such red curb is needed for safety reasons.

Attachment 2
Cul-de-sac 325 post red curb removal work

Building
3304



Attachment 3
Cul-de-sac 325 parking under Building 3303 in Carport 3105





STAFF REPORT

DATE: March 20, 2018
FOR: Board of Directors
SUBJECT: 2018 Election Schedule

RECOMMENDATION

Staff recommends that the Board approve the Election Schedule – Third 2018 to be sent to Martin and Chapman, the approved Inspector of Elections for the 2018 Annual Meeting of the Corporate Members.

BACKGROUND

Martin and Chapman have been retained as the Inspector of Election for 2018. The Election Schedule 2018 details the dates when Staff and the election consultant need to follow to complete the Annual Elections in the Fall 2018.

DISCUSSION

The attached Election Schedule Calculations 2018 have been reviewed by legal counsel in accordance to the Corporation Bylaws. The Election Schedule 2018 details the dates based on the Calculation Schedule when action needs to be taken by Staff and the election consultant, Martin and Chapman, in order to complete the election in the Fall.

FINANCIAL ANALYSIS

Election costs included in annual budget.

Prepared By: Cheryl Silva, Corporate Secretary

Reviewed By: Brad Hudson, CEO

ATTACHMENT(S)
2018 Election Schedule

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ELECTION SCHEDULE

PER CORPORATION BYLAWS

THIRD MUTUAL

Appoint Inspectors of Election	February (Yearly)
Approve Record Dates by Resolution	March (Yearly)
Record Date for Annual Meeting Notice	60 days before date of Annual Meeting (Bylaws 5.10b)
Mail Annual Meeting Notice (postcard)	12-15 days before date of Annual Meeting (Bylaws 5.4a); 20 days before Annual Meeting if mailed (Corporations Code Section §7511 Resolution 03-16-45)
Self-Nominations Close (5:00 PM)	50 Days before Annual Meeting (8.3.5)
Candidate Statement Due	50 Days before Annual Meeting (8.3.5)
Ballot Information to Printer	2 weeks prior to mailing (per Martin & Chapman)
Record Date for Voting	60 days before date of Annual Meeting Bylaws Section 5.10 §7611(a) Resolution 03-16-45
Copy of Mailing List	1 month before mailing (per Martin & Chapman)
Mail Ballot Package	30 days before Ballot Due Back (§5115)
Meet the Candidates	August (before or day ballots are mailed)
Replay Meet the Candidates	TBD
Ballots Due Back	30 days after mailing (§5115)
Counting of Ballots by Inspectors of Election (open meeting)	2 days after ballots return (per Martin & Chapman)
Mail Notice of Organizational Meeting	4 days prior to Organizational Meeting
Annual Meeting Date	1st Thursday in Oct (5.2) 9:30 AM Board Room
Organizational Meeting	Following Annual Meeting

ELECTION SCHEDULE 2018

<i>THIRD</i>	
Approve Record Dates	3/20/2018
Appoint Inspectors of Election	2/20/2018
Record Date for Mailing of Meeting Notice	7/6/2018
Mail Meeting Notice (postcard)	7/7/2018
Record Date for Voting	6/28/2018
Hearing Dates	Early August TBA
Nominations Close (5:00 PM)	8/15/2018
Candidate Statement Due	8/15/2018
Ballot Information to Printer	8/13/2018
Copy of Mailing List	7/27/2018
Mail Ballot Package	8/27/2018
Meet the Candidates	August TBD
Replay Meet the Candidates	August TBD
Candidate Video Agreement Due	August TBD
Candidate Video Filming	August TBD
Ballots Due Back	9/26/2018
Counting of Ballots by Inspectors of Election	9/28/2018
Notice of Organizational/Annual Meeting and Agenda	9/28/2018
Annual Meeting Date	10/4/2018
	9:30 AM @ Board Room
Organizational Meeting	10/4/2018



STAFF REPORT

DATE: March 20, 2018
FOR: Board of Directors
SUBJECT: Introduction of Policy for Alterations of Attics, Soffits and Suspended Ceilings

RECOMMENDATION

Approve a Resolution to introduce a Policy for Alteration of Attic, Soffits and Suspended Ceilings.

BACKGROUND

On July 20, 2017, the Board passed Resolution 03-17-77 Common Area Use Policy, which restricts the Board from granting exclusive use of common area for alterations. Staff regularly receives numerous requests for alterations involving removal of soffits and suspended ceilings.

The Architectural Controls and Standards Committee (ACSC) requested Staff to review policies and procedures regarding alterations involving attics and the removal of soffits and suspended ceilings.

DISCUSSION

In Third Laguna Woods Mutual, Owners own a separate interest as part of a condominium project which, according to California Civil Code (Code) §4125 (b), "...consists of an undivided interest in common in a portion of real property coupled with a separate interest in space called a unit." The Code defines the limits of that separate interest; §4185(b) "...the interior surfaces of the perimeter walls, floors, ceilings, windows, doors, and outlets located within the separate interest are part of the separate interest and any other portions of the walls, floors, or ceilings are part of the common area."

Since the Code defines the interior surfaces as the limits of the separate interest, the area above soffits and suspended ceilings is common area. Many of the suspended ceilings within the Mutual are seven and one half to eight feet in height. A popular part of many Manor alterations, particularly bathroom and kitchen remodels, is to remove the suspended ceiling and raise the effective ceiling height to the bottom of the structural members.

Since the passing of the Common Area Use Policy, Staff has denied requests for alterations that involve attics, crawl spaces and removal of soffits and suspended ceilings, since it involves the use of common area. Although the Common Area Use Policy and the Code prohibit the exclusive use of common area, the Code does permit an exception for the Board to grant exclusive use of common area; §4600(b)(3)(E) "...to transfer the burden of management and maintenance of any common area that is generally inaccessible and not of general use to the membership at large..." Since the area above suspended ceilings and soffits meets the requirements set forth in the Code, Staff proposes adopting a policy that specifically addresses soffits and suspended ceilings.

The proposed policy would allow the removal of soffits and suspended ceilings but limit the alteration to the bottom of the structural members of the building. No alterations except those permitted by existing and future Mutual Standards shall be allowed in attics or crawl spaces since these are considered common area and often can be accessed by more than one manor.

Additionally, the Owner would be obligated to follow the Mutual Consent process. Since soffit and suspended ceiling removal is a common and fairly simple alteration, the new policy puts the approval of these alterations at the Staff level. All such alteration requests would require detailed architectural plans (confirming the alteration would not negatively impact structural elements or the structural integrity of the building) and all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Manor owner and all future owners at the Manor. Any alteration request for area above the bottom of the structural members would be treated as a Variance Request.

FINANCIAL ANALYSIS

None

Prepared By: Kurt Wiemann, Permits, Inspections and Restoration Manager

Reviewed By: Eve Morton, Alterations Coordinator
Brad Hudson, CEO

ATTACHMENT(S)

Attachment 1: Resolution 03-18-XXX Policy for Alteration of Soffits and Suspended Ceilings

ATTACHMENT 1

Resolution 03-18-XXX

Policy for Alteration of Attics, Soffits and Suspended Ceilings

WHEREAS, the Board of Directors of Third Laguna Hills Mutual ("Board") established policies and procedures for the construction of any alterations, additions and expansions; and

WHEREAS, the Board, through Resolution 03-17-77, adopted and implemented the Common Area Use Policy which restricts the Board from granting use of common area for alterations;

WHEREAS, the Davis-Stirling Common Interest Development Act ("Act") defines the area above and outside the interior surface of a Manor as common area and Staff receives numerous requests for alterations, including but not limited to, removing suspended ceilings and soffits which, if done, would encroach into this common area;

WHEREAS, the Board has consulted with Staff and legal counsel and determined that the Act permits the granting of exclusive use of use of common area that is generally inaccessible and not of general use to the membership at large and transfers the responsibility of maintenance and management to the Owner; and

WHEREAS, the Board has determined that the area below the structural members and above suspended ceilings and soffits meets these requirements.

NOW THEREFORE, BE IT RESOLVED, xxx, 2018, that the Board of Directors hereby introduces the following Resolution for establishment of the Policy for Alteration of Soffits and Suspended Ceilings;

RESOLVED FURTHER, an alteration which removes suspended ceilings and soffits that does not negatively affect, or encroach upon, structural members or the structural soundness of the structures that meets the criteria set forth in the Third Architectural Review Procedures may be approved by Staff through the Mutual Consent process;

RESOLVED FURTHER, any such alteration, with the exception of alterations permitted by existing and future Mutual Standards, shall not include any alteration of the structural members or protrude into or affect any space above the lowest part of the structural members; and,

RESOLVED FURTHER, the area above the structural members or outside of the walls of a manor, referred to as attics and crawl spaces, are common area and may not be used for alterations without prior approval of the Board,

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

MARCH Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

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ENDORSEMENT (to Finance and Third Board)

Discuss and Consider a Contract Award for Trash Chute Repairs

Staff had been previously directed to pursue quotes for the cleaning of trash chutes in all three story buildings. During the contractor inspection many existing doors and chutes were found in need of major repair due to repeated usage, and age. Additionally, during initial construction, some trash chute doors were not properly installed in the correct configuration and need to be modified. The trash chute cleaning has now been completed and the buildings are ready for the necessary repairs.

The price breakdown for the LH-21 and Garden Villa buildings are based on the recommended improvements at each building. Each discharge room and trash chute will receive the specific repairs needed to meet the code standards.

A motion was made and unanimously carried to recommend the Board authorize a Supplemental Appropriation in the amount of \$336,680 from the Unappropriated Expenditures Fund and award a contract to Terra Pacific Waste Management in the amount of \$336,680 to repair trash chutes in all LH-21 and Garden Villa buildings.

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STAFF REPORT

DATE: March 5, 2018
FOR: Maintenance and Construction Committee
SUBJECT: Contract Award for 3-Story Building Trash Chute Repairs

RECOMMENDATION

Authorize a Resolution for a Supplemental Appropriation in the amount of \$336,680 from the Unappropriated Expenditures Fund and award a contract to Terra Pacific Waste Management in the amount of \$336,680 to repair trash chutes in all LH-21 and Garden Villa buildings (Attachment 1).

BACKGROUND

On May 24, 2017, staff was directed to pursue quotes for the cleaning of trash chutes in all three story buildings. During the contractor inspection many existing doors and chutes were found in need of major repair due to repeated usage, and age. Additionally, during initial construction, some trash chute doors were not properly installed in the correct configuration and need to be modified.

On November 16, 2017, the Third Board of Directors approved a supplemental appropriation of \$30,000 from the Operating Fund for the trash chute cleaning in all three story buildings through Resolution 03-17-137. On February 13, 2018, the cleaning of all 81 LH-21 and Garden Villa style building trash chutes was completed.

At the February 5, 2018 M&C Committee meeting, staff was directed to bring back a recommendation for a contract award to repair the trash chutes now that the cleaning has been completed.

DISCUSSION

Staff actively sought quotes from three vendors for the repair and cleaning of LH-21 and Garden Villa building trash chutes with only one company submitting a quote as shown in the attached bid spread (Attachment 2). A detailed breakdown of these line items is shown as Attachments 3 and 4.

The quote received is based on repairs and equipment replacement necessary for standard operation. Some of the repairs include; door and handle replacements, new custom collars, and new hoods. All suggested equipment replacement will meet the NFPA-82 code standards on Waste and Handling Systems and Equipment. The standard presents the minimum fire protection requirements for the construction, installation, maintenance, and use of waste

storage rooms and handling systems. The quote does not include drywall patch or stucco repairs, which will be performed by a separate contractor using the Building Structures Replacement budget.

The price breakdown for the LH-21 and Garden Villa buildings are based on the recommended improvements at each building. Each discharge room and trash chute will receive the specific repairs needed to meet the code standards.

FINANCIAL ANALYSIS

The trash chute repairs are an unbudgeted project and will require a Supplemental Appropriation in the amount of \$336,680 funded from the Unappropriated Expenditures Fund.

Prepared By: Grace Shin, Assistant Project Manager

Reviewed By: Guy West, Projects Division Manager
Ernesto Munoz, P.E., Maintenance and Construction Director
Betty Parker, Financial Services Director

ATTACHMENT(S)

Attachment 1 – Proposed Resolution 03-18-XX
Attachment 2 – Trash Chute Repair Bid Spread
Attachment 3 – LH-21 Buildings Trash Chute Repairs Quote
Attachment 4 – Garden Villa Buildings Trash Chute Repairs Quote

Attachment 1

Resolution 03-18-XX

Contract Award for 3-Story Building Trash Chute Repairs

WHEREAS, on May 24, 2017, staff was directed to pursue quotes for the cleaning of trash chutes in all three story buildings. During the contractor inspection many existing doors and chutes were found in need of major repair due to repeated usage, and age. Additionally, during initial construction, some trash chute doors were not properly installed in the correct configuration and needed to be modified;

WHEREAS, on February 5, 2018, the Maintenance and Construction Committee directed staff to bring back a recommendation for a contract award to repair the trash chutes as cleaning has now been completed; on February 13, 2018, the cleaning of all 81 LH-21 and Garden Villa style building trash chutes was completed; and

WHEREAS, on March 5, 2018, the Maintenance and Construction Committee voted unanimously to recommend the Board approve the necessary trash chute repairs at all 3-story buildings.

NOW THEREFORE IT BE RESOLVED, on March 20, 2018, that the Third Board of Directors hereby approves a supplemental appropriation in an amount not to exceed \$336,680 from the Unappropriated Expenditures Fund and award a contract to Terra Pacific Waste Management in the amount of \$336,680 to repair trash chutes in all LH-21 and Garden Villa buildings; and

RESOLVED FURTHER, the price breakdown for the LH-21 and Garden Villa buildings are based on the recommended improvements at each building. Each discharge room and trash chute will receive the specific repairs needed to meet the code standards; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

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VILLAGE MANAGEMENT SERVICES, INC.
BID SPREADSHEET

THIRD MUTUAL OF LAGUNA HILLS
3-STORY BUILDING TRASH CHUTE REPAIRS
WC 920
54603500 Outside Services CC

Vendor: Contact: Phone:	TERRA PACIFIC WASTE MANAGEMENT GENO ABANDONATO	Vendor: Contact: Phone:	CAMS SERVICES TROYAPODACA	Vendor: Contact: Phone:	THE CHUTE DOCTOR CHRIS FABIAN
TOTAL UNITS	UNIT AMOUNT	TOTAL AMOUNT	TOTAL UNITS	UNIT AMOUNT	TOTAL AMOUNT
UOM	ITEM				
1	Intake Door - 15" x 18" Mid Type with ADA Handle - GV	LS	1	\$59,039.46	\$59,039.46
2	Intake Door - 18" x 18" Wil Type with ADA Handle - GV	LS	1	\$466.56	\$466.56
3	Metal Panel (Hood) and Trash Chute Section Removal and Disposal - GV	LS	1	\$52,000.00	\$52,000.00
4	24" Round Chute Section - 36" length with mounting clips - GV	LS	1	\$19,610.50	\$19,610.50
5	Discharge Door, 24" Accordion Damper - GV	LS	1	\$23,084.36	\$23,084.36
6	Discharge Door, 30" Square AC Door for Square Chute - GV	LS	1	\$1,111.98	\$1,111.98
7	Custom Housing - 30" AC Door Housing - GV	LS	1	\$159.47	\$159.47
8	Custom Collar - 12" Custom Collar with 3" Flange - GV	LS	1	\$541.98	\$541.98
9	Collar for 30" Round AC Discharge Door - 12" - GV	LS	1	\$125.53	\$125.53
10	Chute Installation & Repair Services - Intake Doors and Labor - GV	LS	1	\$59,755.00	\$59,755.00
11	Chute Installation & Repair Services - GV	LS	1	\$30,590.00	\$30,590.00
12	Intake Door - 18" x 18" Wil Type with ADA Handle - LH21	LS	1	\$20,995.09	\$20,995.09
13	Hydraulic Closer 10" - LH21	LS	1	\$78.23	\$78.23
14	Thumb Latch - LH21	LS	1	\$8.68	\$8.68
15	Latch Plunger - LH21	LS	1	\$18.32	\$18.32
16	Trash Chute Door Maintenance - LH21	LS	1	\$100.00	\$100.00
17	Discharge Door - 30" Accordion Damper Square - LH21	LS	1	\$2,736.85	\$2,736.85
18	Custom Housing for 30" Square Discharge Door - LH21	LS	1	\$786.58	\$786.58
19	Collar for 30" Square AC Discharge Door - 3" - LH21	LS	1	\$336.45	\$336.45
20	Custom Collar for 30" AC Discharge Door - LH21	LS	1	\$878.16	\$878.16
21	Discharge Door, 24" Accordion Damper - LH21	LS	1	\$6,215.02	\$6,215.02
22	Collar for 24" Square for AC Discharge Door - LH21	LS	1	\$942.06	\$942.06
23	Custom Collar 24" Square for AC Discharge Door - LH21	LS	1	\$1,405.06	\$1,405.06
24	Discharge Door - 22" AC Square - LH21	LS	1	\$3,522.35	\$3,522.35
25	Custom Chute Repair/Installation - Intake Door Installation - LH21	LS	1	\$7,600.00	\$7,600.00
26	Chute Installation & Repair Services - LH21	LS	1	\$13,965.00	\$13,965.00
	Unit Sub-Total			\$306,072.69	\$306,072.69
	Contingency	%	10%	\$30,607.27	\$30,607.27
	UNIT TOTAL			\$336,679.96	\$336,679.96

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Attachment 3 – LH-21 Buildings Trash Chute Repairs Quote

LH-21 Repairs	Price	Quantity	Tax	Total
Intake Door - 18" x 18" Wil Type with ADA Handle	\$433.00	45	7.75%	\$20,995.09
Hydraulic Closer 10"	\$72.60	1	7.75%	\$78.23
Thumb Latch	\$8.06	1	7.75%	\$8.68
Latch Plunger	\$17.00	1	7.75%	\$18.32
Trash Chute Door Maintenance	\$25.00	4	0%	\$100.00
Discharge Door - 30" Accordion Damper Square	\$508.00	5	7.75%	\$2,736.85
Custom Housing for 30" Square Discharge Door	\$146.00	5	7.75%	\$786.58
Collar for 30" Square AC Discharge Door - 3"	\$62.45	5	7.75%	\$336.45
Custom Collar for 30" AC Discharge Door	\$163.00	5	7.75%	\$878.16
Discharge Door, 24" Accordion Damper	\$412.00	14	7.75%	\$6,215.02
Collar for 24" Square for AC Discharge Door	\$62.45	14	7.75%	\$942.06
Custom Collar 24" Square for AC Discharge Door	\$163.00	8	7.75%	\$1,405.06
Discharge Door - 22" AC Square	\$467.00	7	7.75%	\$3,522.35
Custom Chute Repair/Installation - Intake Door Installation	\$7,600.00	1	0%	\$7,600.00
Chute Installation & Repair Services	\$13,965.00	1	0%	\$13,965.00
TOTAL:				\$59,587.85

Attachment 4 – Garden Villa Buildings Trash Chute Repairs Quote

Garden Villa Repairs	Price	Quantity	Tax	Total
Intake Door - 15" x 18" Mid Type with ADA Handle	\$349.00	157	7.75%	\$59,039.46
Intake Door - 18" x 18" Wil Type with ADA Handle	\$433.00	1	7.75%	\$466.56
Metal Panel (Hood) and Trash Chute Section Removal and Disposal	\$1,000.00	52	0%	\$52,000.00
24" Round Chute Section - 36" length with mounting clips	\$350.00	52	7.75%	\$19,610.50
Discharge Door, 24" Accordion Damper	\$412.00	52	7.75%	\$23,084.36
Discharge Door, 30" Square AC Door for Square Chute	\$1,032.00	1	7.75%	\$1,111.98
Custom Housing - 30" AC Door Housing	\$148.00	1	7.75%	\$159.47
Custom Collar - 12" Custom Collar with 3" Flange	\$503.00	1	7.75%	\$541.98
Collar for 30" Round AC Discharge Door - 12"	\$116.50	1	7.75%	\$125.53
Chute Installation & Repair Services - Intake Doors and Labor	\$59,755.00	1	0%	\$59,755.00
Chute Installation & Repair Services	\$30,590.00	1	0%	\$30,590.00
TOTAL:				\$ 246,484.84

ENDORSEMENT (to Finance and Third Board)

Discuss and Consider a Contract Award for Shepherd's Crook on Ridge Route Dr.

There have been numerous complaints from residents regarding transients living in the wooded area outside the existing concrete block wall adjacent to the industrial property. Residents have witnessed individuals placing blankets over the barbed wire fencing and using pallets and furniture to climb over the wall. Along most of its length, tree and vine overgrowth obstruct the view from both sides of the wall.

The wall line along Ridge Route Drive extends approximately 2,750 feet from Clubhouse 4 to the 10-foot high concrete block wall at Avenida de la Carlota. The height of the existing wall ranges from 71 inches to 39 inches at various locations along its length with a 21-inch barbed wire extension at the top.

A motion was made to recommend the Board authorize a Supplemental Appropriation in the amount of \$175,335 funded from the Replacement Reserve Fund and award a contract to National Renovation, Inc. in the amount of \$225,335 for the fabrication and installation of approximately 2,750 lineal feet of shepherd's crook on top of the wall along Ridge Route Drive.

By a vote of 8/1/0 (Director Parsons opposed) the motion carried.

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STAFF REPORT

DATE: March 5, 2018
FOR: Maintenance and Construction Committee
SUBJECT: Contract Award for Shepherds Crook on Ridge Route Drive

RECOMMENDATION

Authorize a Supplemental Appropriation in the amount of \$175,335 funded from the Replacement Reserve Fund (Attachment 1) and award a contract to National Renovation, Inc. in the amount of \$225,335 for the fabrication and installation of approximately 2,700 lineal feet of shepherd's crook on top of the wall along Ridge Route Drive.

BACKGROUND

Staff was directed to obtain pricing to install the shepherd's crook wall security measures along the northern border of Third Mutual running parallel to Ridge Route Drive. There have been numerous complaints from residents regarding transients living in the wooded area outside the existing concrete block wall adjacent to the industrial property. Residents have witnessed individuals placing blankets over the barbed wire fencing and using pallets and furniture to climb over the wall (Attachments 2 and 3). Along most of its length, tree and vine overgrowth obstruct the view from both sides of the wall (Attachments 4 and 5). Shepherds crook wall security has been installed along the northern wall section of the Third Mutual at Gate 11 (Attachment 6).

DISCUSSION

The wall line along Ridge Route Drive extends approximately 2,750 feet from Clubhouse 4 to the 10-foot high concrete block wall at Avenida de la Carlota. The height of the existing wall ranges from 71 inches to 39 inches at various locations along its length with a 21-inch barbed wire extension at the top.

The recommended contractor for this project is the same contractor that previously installed the shepherd's crook located within Gate 11 and was the lowest bidder at that time. The contractor has agreed to offer the same pricing for the proposed Ridge Route Drive fabrication and installation (Attachment 7). Once the shepherds crook, which is tubular steel resembling the shape of a hook, is fabricated and painted, it is then installed to the face of the wall and will rise up to 30 inches above the wall to act as a deterrent (Attachment 8).

FINANCIAL ANALYSIS

The 2018 Perimeter Wall budget is \$50,000. A Supplemental Appropriation funded from the Replacement Reserve Fund in the amount of \$175,335 is required to move forward with this project.

Prepared By: Steven Warmbier, Project Manager

Reviewed By: Guy West, Projects Division Manager
Ernesto Munoz, P.E., Maintenance and Construction Director

ATTACHMENT(S)

Attachment 1 - Proposed Resolution 03-18-XX
Attachment 2 - Exterior of Wall inside Tree Cover
Attachment 3 - Exterior of Wall inside Tree Cover at Industrial Park
Attachment 4 - Exterior of Wall East of Exercise Trail
Attachment 5 - Exterior of Wall at Industrial Park
Attachment 6 - Shepherds Crook - Gate 11
Attachment 7 - National Renovators Fencing Proposal
Attachment 8 - Shepherd's Crook Drawing

(ATTACHMENT 1)

Resolution 03-18-XX

**Contract Award and Supplemental Appropriation for
Shepherds Crook Fencing along Ridge Route Drive**

WHEREAS, there have been numerous reports from residents regarding transients living in the wooded area outside the existing concrete block wall adjacent to the industrial property;

WHEREAS, residents have witnessed individuals placing blankets over the barbed wire fencing using pallets and furniture to climb over the wall; and along most of its length, tree and vine overgrowth obstruct the view from both sides of the wall;

WHEREAS, there is approximately 2,750 feet of wall, from Clubhouse 4 to Avenida de la Carlota, that has barb wire fencing atop the wall and is no longer keeping individuals from climbing into the community; and critical improvements to replace the barb wire with shepherds crook fencing along Ridge Route Drive are needed;

WHEREAS, National Renovation, Inc. is the recommended contractor for this project and previously installed the shepherd's crook located within Gate 11, has agreed to offer the same pricing for the proposed Ridge Route Drive fabrication and installation; and

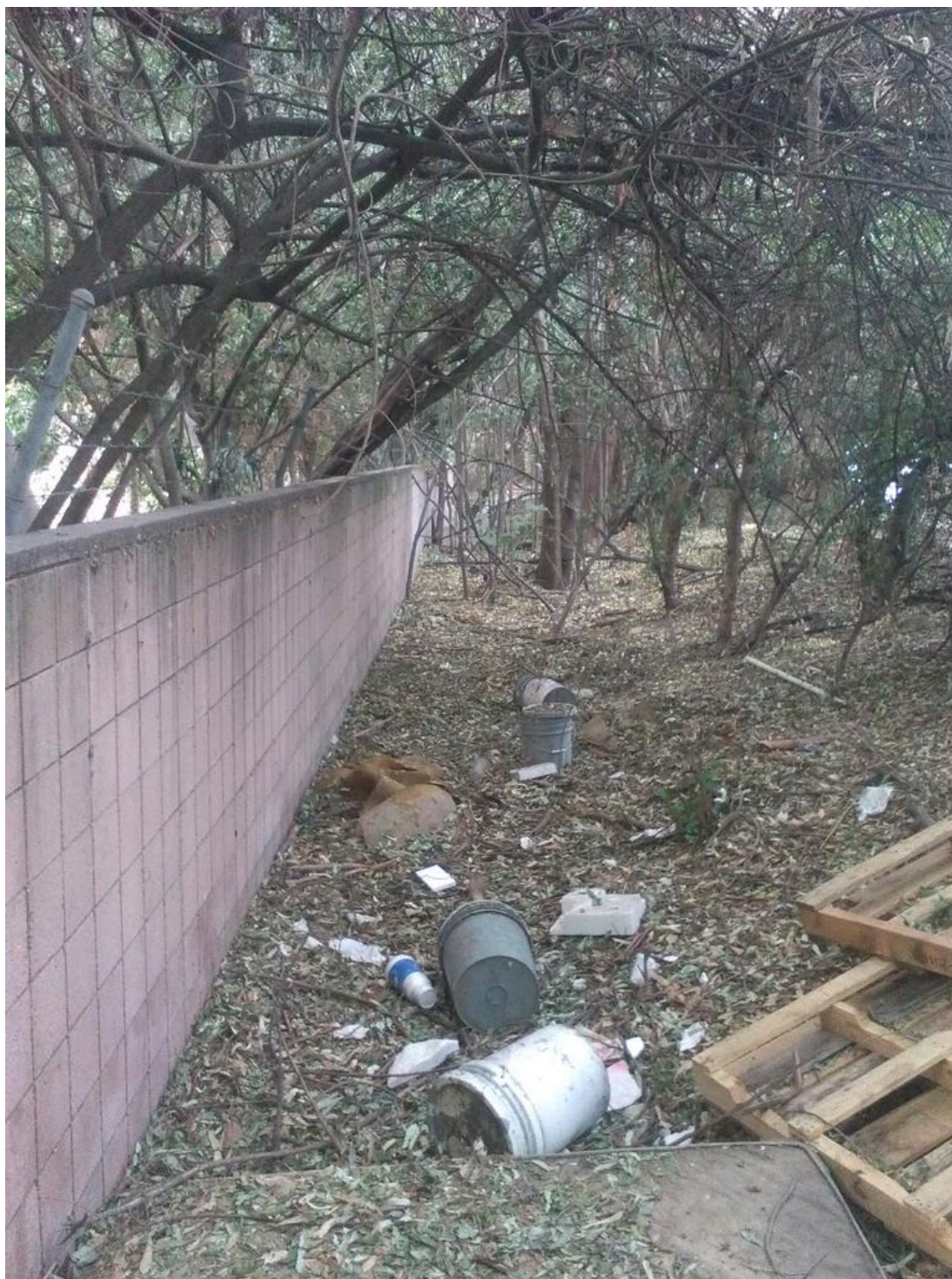
WHEREAS, on March 5, 2018, the Maintenance and Construction Committee recommended that the Board approve installation of shepherd's crook on top of the wall along Ridge Route Drive.

NOW THEREFORE BE IT RESOLVED, on March 20, 2018, that the Third Board of Directors authorize a supplemental appropriation in an amount not to exceed \$175,335 to be funded from the Replacement Reserve Fund and award a contract to National Renovation, Inc. in the amount of \$225,335 for the fabrication and installation of approximately 2,750 lineal feet of shepherd's crook on top of the wall along Ridge Route Drive;

RESOLVED FURTHER, that the officers and agents of the Mutual are hereby authorized on behalf of the Mutual to carry out this Resolution effective immediately.

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(ATTACHMENT 2) EXTERIOR OF WALL INSIDE TREE COVER



(ATTACHMENT 3) EXTERIOR OF WALL INSIDE TREE COVER AT INDUSTRIAL PARK



(ATTACHMENT 4) EXTERIOR OF WALL EAST OF EXERCISE TRAIL



(ATTACHMENT 5) EXTERIOR AT INDUSTRIAL PARK



(ATTACHMENT 6) SHEPHERDS CROOK - GATE 11



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(ATTACHMENT 7) NATIONAL RENOVATORS FENCING PROPOSAL

NATIONAL RENOVATION INC
P.O. Box 78810
Corona, CA 92877
PH (909) 923-2077 FX (909) 923-2527
License #B-799464
Proposal / Contract

BILL TO CUSTOMER
VMS

JOB ADDRESS
LAGUNA WOODS

Telephone: 949-597-4349
Contact: STEVEN
Bid Date: January 4, 2018
Bid Expires 30 days from date above

Fax: _____
E-mail: steven.warmbier@vmsic.org
Prepared By: GREGG KAISER

NATIONAL RENOVATION, Inc. agrees to sell the following merchandise and Buyer agrees to purchase said merchandise upon the following terms and conditions specified below and on the following pages. Buyer's signature below, and Buyer's initials on the following page(s) acknowledges that he/she has read and accepted all of them.

JOB DESCRIPTION :	AMOUNT
<u>Job Description : SHEPPARDS CROOK FENCE</u>	
1) SUPPLY LABOR AND MATERIAL TO INSTALL 3' HIGH SHEPPARDS CROOK FENCE ONTO EXISTING BLACK WALL 2750 LN FT FENCE TO BE HOT DIPPED GALVANIZED WITH BLACK POWDER COATING. EXCLUDES PLANS / PERMITS WITH CITY.	\$198,000.00
2) SUPPLY LABOR TO TRIM EXISTING SHRUBS/ TREES TO ALLOW FOR WORKING ROOM TO INSTALL FENCE. NATIONAL RENOVATION ASSUMES NO RESPONSIBILITY FOR SHRUBS/TREES AFTER TRIMMING. APPROVED FOR TRIMMING WITH ADJACENT PROPERTY OWNERS TO BE OBTAINED BY CLIENT.	\$6,850.00
**ALL LABOR AND MATERIALS INCLUDED	

ADDENDUM: ALL EXTRA CHARGES AND/OR ORDERS NOT COVERED UNDER THE SCOPE OF WORK;
NEED TO APPROVED THROUGH NATIONAL RENOVATION, INC

Total	\$204,850.00
Deposit Required	
Balance Due Upon Completion	

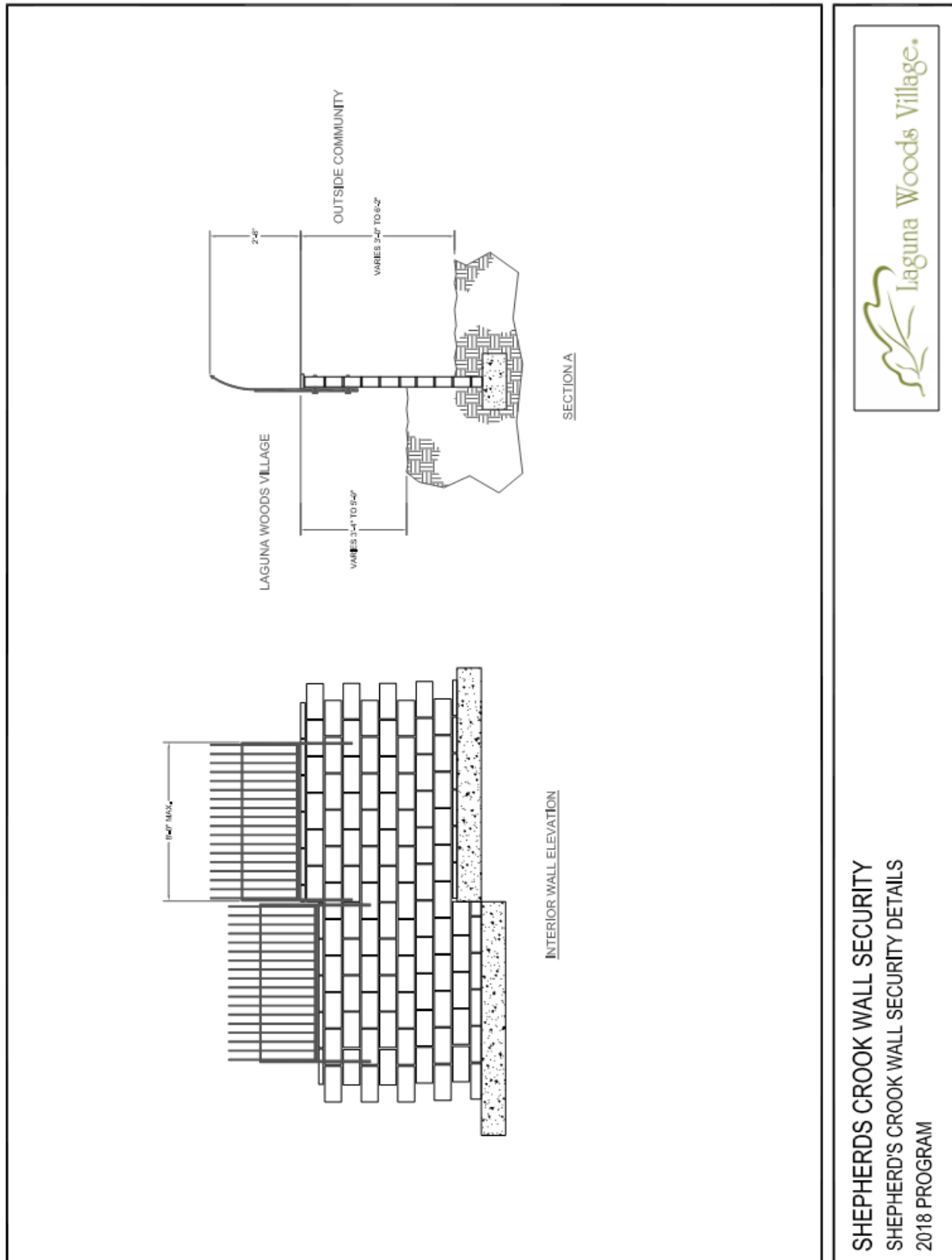
Legal Name of Buyer: _____

(Signature) _____

Title _____ Date _____

By _____

(ATTACHMENT 8) SHEPHERD'S CROOK DRAWINGS





STAFF REPORT

DATE: March 20, 2018
FOR: Board of Directors
SUBJECT: Revisions to Alteration Standard 12 – Exterior Wall Attachments

RECOMMENDATION

Approve a resolution to revise Alteration Standard Section 12 – Exterior Wall Attachments

BACKGROUND

The Architectural Controls and Standards Committee (ACSC) requested Staff to review and revise the current Alteration Standards for applicability, usefulness, and current technology.

There are currently 40 Alteration Standards available for Members to use to perform alterations to their Manor. Many have not been reviewed or updated for years to reflect changes in technology, materials, and construction methods.

Alteration Standard Section 12 – Exterior Wall Attachments was last revised in April, 1996, via Resolution M3-96-28.

DISCUSSION

The ACSC has reviewed the existing Alteration Standard Section 12 – Exterior Wall Attachments and determined that the Standard needs to be revised to reflect the current Building Codes, Municipal Codes, or Mutual policies. The proposed revisions to the Standard are as follows:

- §2.5 Any exterior wall attachment will be limited to only those walls which face ~~limited~~ Exclusive Use Common Areas, such as patios or atriums.
- §3.1 Tile ~~pavers and veneer~~ used on a vertical surface exterior wall must be attached with thin set/epoxy mortar mixes.
- §3.2 Tile ~~and veneer~~ used ~~as a brick veneer~~ will be limited to use on stucco covered exterior chimneys and entryway columns.
- §3.3 Tile must match in color, design, and size as close as possible any existing brickwork on building ~~existing~~.

After review of the Standard, the ACSC determined that the following section should be added to the Standard:

§4.5 All trellis and wrought iron shall be mounted vertically.

FINANCIAL ANALYSIS

None

Prepared By: Kurt Wiemann, Permits, Inspections and Restoration Manager

Reviewed By: Eve Morton, Alterations Coordinator

ATTACHMENT(S)

Attachment 1: Resolution 03-18-XXX Revise Alteration Standard Section 12

Attachment 2: Red Lines of Alteration Standard Section 12 – Exterior Wall Attachments



Attachment 1

RESOLUTION 03-18-XX

Revise Alteration Standard Section 12 – Exterior Wall Attachments

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary; and,

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard Section 12 – Exterior Wall Attachments.

NOW THEREFORE BE IT RESOLVED, March 20, 2018, that the Board of Directors of this Corporation hereby introduces the following Alteration Standard Section 12 – Exterior Wall Attachments;

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 APPLICATIONS

- 2.1** No attachments may cover any electrical outlets or junction boxes.
- 2.2** No attachments may cover over plumbing access covers, cleanouts, or shutoffs.
- 2.3** No attachments may cover any vents, openings, or related items that will violate building code or hinder access in any way.
- 2.4** All attachments must be permanent in nature and not subject to extreme weathering or deterioration.
- 2.5** Any exterior wall attachment will be limited to only those walls which face Exclusive Use Common Areas, such as patios or atriums.

3.0 TILE AND VENEER

- 3.1** Tile and veneer used on a vertical surface exterior wall must be attached with thin set/epoxy mortar mixes.
- 3.2** Tile and veneer used will be limited to use on stucco covered exterior chimneys and entryway columns.
- 3.3** Tile must match in color, design, and size as close as possible any existing brickwork on building.

4.0 TRELLIS AND WROUGHT IRON DESIGNS

- 4.1** Any trellis attached to a wall must be painted the same color as the wall.
- 4.2** Trellis and wrought iron shall be within 12" of walls and not used as screens, shades, or shields, nor higher than wall to which it is attached.

- 4.3 Wrought iron shall be easily removable for access to the wall for painting purposes.
- 4.4 All lags or screws into walls must be sealed prior to installation to prevent water penetration.
- 4.5 All trellis and wrought iron shall be mounted vertically.

5.0 MURALS AND WALL HANGINGS

- 5.1 Any installation of murals or wall hangings shall be limited to patio and atrium locations. No installation will protrude above the height of a patio wall.
- 5.2 Visual access through a wrought iron gate will be considered to be within the above statement and not a factor.

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution as written.

MARCH initial notificaiton

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.



~~THIRD LAGUNA HILLS MUTUAL~~

SECTION 12 EXTERIOR WALL ATTACHMENTS

MARCH 1983

REVISED APRIL 1996, RESOLUTION M3-96-28

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

REVISED MARCH 2018, RESOLUTION 03-18-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

~~1.0 GENERAL REQUIREMENTS~~

- ~~1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Manor Alterations Department with City permit number(s) prior to beginning work.~~
- ~~1.2 **MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.~~
- ~~1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements.~~
- ~~1.4 **WORK HOURS:** No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m. — 2:00p.m. for work which results in construction-related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. — 6:00p.m. No work whatsoever shall be permitted on Sunday.~~
- ~~1.5 **PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.~~



- ~~1.6 **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas "BROOM CLEAN" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office.~~
- ~~1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.~~
- ~~1.8 **CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.~~

2.0 **APPLICATIONS**

- 2.1 No attachments may cover any electrical outlets or junction boxes.
- 2.2 No attachments may cover over plumbing access covers, cleanouts, or shutoffs.
- 2.3 No attachments may cover any vents, openings, or related items that will violate building code or hinder access in any way.
- 2.4 All attachments must be permanent in nature and not subject to extreme weathering or deterioration.
- 2.5 Any exterior wall attachment will be limited to only those walls which face ~~limited~~ Exclusive Use Common Areas, such as patios or atriums.

3.0 **TILE AND VENEER-PAVERS**

- 3.1 Tile ~~pavers and veneer~~ used on a vertical surface exterior wall must be attached with thin set/epoxy mortar mixes.
- 3.2 Tile ~~and veneer used as a brick veneer~~ will be limited to use on stucco covered exterior chimneys and entryway columns.
- 3.3 Tile must match in color, design, and size as close as possible any existing brickwork on building ~~existing~~.



4.0 TRELLIS AND WROUGHT IRON DESIGNS

- 4.1 Any trellis attached to a wall must be painted the same color as the wall.
- 4.2 Trellis and wrought iron shall be within 12" of walls and not used as screens, shades, or shields, nor higher than wall to which it is attached ~~to~~.
- 4.3 Wrought iron shall be easily removable for access to the wall for painting purposes.
- 4.4 All lags or screws into walls must be sealed prior to installation to prevent water penetration.
- 4.5 All trellis and wrought iron shall be mounted vertically.

5.0 MURALS AND WALL HANGINGS

- 5.1 Any installation of murals or wall hangings shall be limited to patio and atrium locations. No installation will protrude above the height of a patio wall.
- 5.2 Visual access through a wrought iron gate will be considered to be within the above statement and not a factor.

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STAFF REPORT

DATE: March 20, 2018
FOR: Board of Directors
SUBJECT: Revisions to Alteration Standard 18 – Gutters and Downspouts

RECOMMENDATION

Approve a resolution to revise Alteration Standard Section 18 – Gutters and Downspouts.

BACKGROUND

The Architectural Controls and Standards Committee (ACSC) requested Staff to review and revise the current Alteration Standards for applicability, usefulness, and current technology.

There are currently 40 Alteration Standards available for Members to use to perform alterations to their Manor. Many have not been reviewed or updated for years to reflect changes in technology, materials, and construction methods.

Alteration Standard Section 18 – Exterior Wall Attachments was last revised in April, 1996, via Resolution M3-96-28.

DISCUSSION

The ACSC has reviewed the existing Alteration Standard Section 12 – Gutters and Downspouts and determined that the Standard needs to be revised to reflect the current Building Codes, Municipal Codes, or Mutual policies. The proposed revisions to the Standard are as follows:

- §2.2 No downspout may be installed that will drain into an area that will effect ~~yard~~ surface drainage in an adverse way.
- §2.3 Applications to roofs where hangers penetrate or may harm the roofing in any way ~~will not be allowed~~ are prohibited.
- §2.4 All gutters and downspouts ~~will~~ shall be seamless and the same ~~type~~ style and color as to match the existing gutters on the building.

FINANCIAL ANALYSIS

None

Prepared By: Kurt Wiemann, Permits, Inspections and Restoration Manager
Reviewed By: Eve Morton, Alterations Coordinator

ATTACHMENT(S)

Attachment 1: Resolution 03-18-XXX Revise Section 18
Attachment 2: Red Lines of Section 18 – Gutters and Downspouts.

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Attachment 1

RESOLUTION 03-18-XX

Alteration Standard Section 18 – Gutters and Downspouts

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary; and,

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard Section 12 – Exterior Wall Attachments.

NOW THEREFORE BE IT RESOLVED, March 20, 2018, that the Board of Directors of this Corporation hereby introduces the following Alteration Standard Section 18 – Gutters and Downspouts;

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 APPLICATIONS

- 2.1** A splash block will be required in areas where a downspout empties into an area in which erosion may result.
- 2.2** No downspout may be installed that will drain into an area that will effect surface drainage in an adverse way.
- 2.3** Applications to roofs where hangers penetrate or may harm the roofing in any way are prohibited.
- 2.4** All gutters and downspouts shall be seamless and the same style and color as the existing gutters on the building.
- 2.5** Gutters and downspouts will be of the same color to match the surface they are attached to.

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution as written.

March initial notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

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~~THIRD LAGUNA HILLS MUTUAL~~

SECTION 18 GUTTERS & DOWNSPOUTS

OCTOBER 1981

REVISED APRIL 1996 RESOLUTION M3-96-28

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

GENERAL REQUIREMENTS REMOVED JANUARY 2018, RESOLUTION 03-18-XX

REVISED MARCH 2018, RESOLUTION 03-18-XX

1.0 GENERAL REQUIREMENTS

See Standard Section1: General Requirements

- 1.1 PERMITS AND FEES:** ~~A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office with City permit number(s) prior to beginning work.~~
- 1.2 MEMBERS' RESPONSIBILITY:** ~~The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.~~
- 1.3 CODES AND REGULATIONS:** ~~All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).~~
- 1.4 WORK HOURS:** ~~No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m. — 2:00p.m. for work which results in construction-related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. — 6:00p.m. No work whatsoever shall be permitted on Sunday.~~



- ~~1.5 — **PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.~~
- ~~1.6 — **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office.~~
- ~~1.7 — **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.~~
- ~~1.8 — **CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.~~

2.0 APPLICATIONS

- 2.1 A splashblock will be required in areas where a downspout empties into an area in which erosion may result.
- 2.2 No downspout may be installed that will drain into an area that will effect yard surface drainage in an adverse way.
- 2.3 Applications to roofs where hangers penetrate or may harm the roofing in any way ~~will not be allowed~~are prohibited.



-
- 2.4** All gutters and downspouts ~~will~~shall be seamless and ~~of~~ the same ~~type~~style and color ~~as to match~~as the existing gutters on the building.
- 2.5** Gutters and downspouts will be of the same color to match the surface they are attached to.

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STAFF REPORT

DATE: February 26, 2018
FOR: Architectural Control and Standards Committee
SUBJECT: Revision to Section 19 Balcony Modesty Panels

RECOMMENDATION

Staff recommends the Board approve the following revisions to Mutual Standard Section 19 Balcony Modesty Panels and a policy to assure uniformity to the Community.

BACKGROUND

The Architectural Controls and Standards Committee (ACSC) requested Staff to review and revise the current Alteration Standards for applicability, usefulness, and current technology.

There are currently 40 Alteration Standards available for Members to use to perform alterations to their Manor. Many have not been reviewed or updated for years to reflect changes in technology, materials, and construction methods.

The Architectural Control and Standards Committee (ACSC) requested Staff to revise Mutual standard for Section 19 - Balcony Modesty Panels which was last revised April 2011, Resolution 03-11-50. Staff was also asked to draft a policy designed to promote uniformity within the Mutual regarding balcony railing policies.

DISCUSSION

The ACSC has reviewed the existing Alteration Standard Section 19 – Balcony Modesty Panels and determined that the Standard needs to be revised to reflect the current Building Codes, Municipal Codes, or Mutual policies. The proposed revisions to the Standard are as follows:

- 2.1 All ~~balcony modesty~~ railing panels ~~will~~ shall be attached directly to the railing. No panels shall be attached to the building, deck, or flooring.
- 2.2 Paneling height may be up to ~~one foot lower than~~ the top railing; and ~~must reach fully to extend no further than~~ the bottom of the railing. ~~Paneling shall not extend to the balcony deck.~~ Paneling ~~will must~~ cover the railing completely from side to side, and ~~will shall~~ not extend beyond any existing railing.
- 2.3 All paneling ~~will shall~~ be rigid and easily removable.
- 2.5 Paneling may be of white vinyl lattice ~~only as manufactured by Veranda® or Dimensions®; or existing attached, or~~ metal ~~panels that are has no openings or gaps and is~~ painted to match the color of the wall to which the railing is attached ~~may remain.~~
- 2.6 Paneling ~~will~~ shall be attached ~~only~~ to the inside portion of handrails.

After review of the Standard, the ACSC determined that the following section should be removed from the Standard:

- 2.4** Corrugated fiberglass, masonite, and other such less weather-proof items will not be permitted.

The revisions to Mutual Standard - Section 19 Balcony Modesty Panels include revising the name to "Section 19 Balcony Railing Paneling" and will now require that new installations are limited to white vinyl lattice. All white vinyl lattice installed must be manufactured by Veranda® or Dimensions®; these products are readily available at Home Depot and Lowe's respectively.

Additionally, Staff proposes a new policy regarding balcony panels and the paint program. As part of the prior-to-paint program, Members are currently required to remove their balcony paneling for the paint crews to complete their work. Once the painting crews are finished, Members are permitted to reinstall their balcony paneling. Metal paneling that is permanently attached to the railing is permitted to remain and is painted by Staff to match the building.

To promote uniformity throughout the community, Staff is recommending the Board approve a policy that when Members remove the paneling as part of the prior-to-paint program, upon completion of the painting, Members that desire to replace their panels would be required to use only white vinyl lattice. If the existing paneling is metal, permanently attached to the railing, and was painted by Staff in the Paint Program, it will be permitted to stay.

These revisions would continue to allow members to install privacy panels to their balcony railings, but will focus on maintaining uniformity throughout the community by permitting only vinyl lattice. All other railing types would be required to go through the variance process.

Prepared By: Brett Crane, Alterations Supervisor

Reviewed By: Kurt Wiemann, Permits, Inspections & Restoration Manager
Eve Morton, Alterations Coordinator

ATTACHMENT(S)

Attachment 1 – Proposed Balcony Railing Panel Policy and Resolution

Attachment 2 – Redline of Revised Mutual Standard 19 "Balcony Railing Panels"

Attachment 3 – Notice to Residents

Attachment 1

RESOLUTION 03-18-XX

Balcony Railing Paneling Policy and Revised Alteration Standard Section 19 – Balcony Modesty Paneling

WHEREAS, the Architectural Controls and Standards Committee endeavors to promote architectural and aesthetic consistency through the Mutual;

WHEREAS, the installation of various types of materials for balcony railing panels on balconies has led to an inconsistent aesthetics within the Mutual;

WHEREAS, during the Prior-to-Paint Program members are required to remove balcony railing panels to allow Staff access to paint the railings; upon completion of painting, Members are permitted to replace the panels after painting;

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary; and,

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard Section 19: Balcony Modesty Paneling.

NOW THEREFORE BE IT RESOLVED, March 20, 2018, the Board of Directors introduces this Resolution that shall only allow the installation of balcony railing panels per Alteration Standard Section 19;

RESOLVED FURTHER, the Prior to Paint Program requires Members to remove balcony railing panels from the balcony so the painting crews can complete their work;

RESOLVED FURTHER, when the Member requests to replace the balcony railing panels, unless the existing paneling is metal, permanently attached to the railing, and painted by Staff in the Paint Program, they will be required to conform with Alteration Standard Section 19 to maintain uniformity throughout the community;

RESOLVED FURTHER, that the Board of Directors hereby introduces the following Alteration Standard Section 19 – Balcony Railing Panels;

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 APPLICATIONS

- 2.1** All balcony railing panels shall be attached directly to the railing. No panels shall be attached to the building, deck, or flooring.
- 2.2** Paneling height may be up to the top railing and extend no further than the bottom of the railing. Paneling shall not extend to the balcony deck. Paneling must cover the railing completely from side to side, and shall not extend beyond any existing railing.
- 2.3** All paneling shall be rigid and easily removable.

2.4 Paneling shall be of white vinyl lattice only as manufactured by Veranda® or Dimensions®; existing attached metal panels that are painted to match the color of the wall to which the railing is attached may remain.

2.5 Paneling shall be attached to the inside portion of handrails.

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution as written.

March initial notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.



SECTION 19 BALCONY ~~MODESTY~~ RAILING PANELING

JANUARY 1989

APRIL 1996, RESOLUTION M3-96-28

REVISED JANUARY 2007, RESOLUTION 03-07-01

REVISED APRIL 2011, RESOLUTION 03-11-50

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

GENERAL REQUIREMENTS REMOVED JANUARY 2018, RESOLUTION 03-18-XX

REVISED ~~FEBRUARY~~ MARCH 2018, RESOLUTION 03-18-XX

1.0 GENERAL REQUIREMENTS

See ~~Standard~~ Section 1: General Requirements

- 1.1 ~~PERMITS AND FEES:~~** ~~A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office with City permit number(s) prior to beginning work.~~
- 1.2 ~~MEMBERS' RESPONSIBILITY:~~** ~~The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.~~
- 1.3 ~~CODES AND REGULATIONS:~~** ~~All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).~~
- 1.4 ~~WORK HOURS:~~** ~~No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m. — 2:00p.m. for work which results in construction-related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. — 6:00p.m. No work whatsoever shall be permitted on Sunday.~~
- 1.5 ~~PLANS:~~** ~~The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval~~



indicating all work to be done, i.e., size, location, description and specifications.

1.6 DUMPSITES: The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office.

1.7 CONTRACTOR: Installation must be performed by a California licensed contractor of the appropriate trade.

1.8 CONTRACTOR'S CONDUCT: Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.

2.0 APPLICATIONS

2.1 All balcony modesty railing panels will-shall be attached directly to the railing. No panels shall be attached to the building, deck, or flooring.

2.2 Paneling height may be up to one-foot lower than the top railing; and must reach fully to extend no further than the bottom of the railing. Paneling shall not extend to the balcony deck. Paneling will-must cover the railing completely from side to side, and will-shall not extend beyond any existing railing.

2.3 All paneling will-shall be rigid and easily removable.



~~2.4~~ Corrugated fiberglass, masonite, and other such less weather-proof items will not be permitted.

~~2.54~~ Paneling may be of white vinyl lattice only as manufactured by Veranda® or Dimensions®; ~~or existing attached~~ metal panels that ~~that has no openings or gaps and is~~ are painted to match the color of the wall to which the railing is attached may remain.

~~2.65~~ Paneling ~~will~~ shall be attached ~~only~~ to the inside portion of handrails.

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March 14, 2018

«Name»
«Address1»
«Address2»

Re: Building «XXXX», Laguna Woods Village
EXTERIOR PAINT PROGRAM NOTIFICATION

Dear «Salutation»,

This is a courtesy notice to advise you that your building will be addressed as a part of the Third Laguna Hills Mutual 2018 Exterior Paint Program. To maximize efficiencies, a series of projects will be coordinated with the scope of the paint program. These programs include building inspections, dry rot prevention and repair, and decking repair. You will receive further notification at a later date as to the exact dates that your building will be scheduled for these projects during the course of the year.

Painting Process and Color Selection

The painting process will include pressure washing, preparation and painting of exterior components of the building. The Mutual's representative will contact you in advance of the work to request your vote for the paint colors to be applied to the building. You will be shown a selection of Board approved colors from which you will be asked to cast your vote. Further details of the color selection process will be provided by the Mutual's representative at a later date.

Dry Rot Prevention and Repair

To protect the structural integrity of your building, the Mutual will perform inspections to determine the extent of work that will be required to remove and/or repair dry rot damaged materials. Necessary repairs that are the Mutual's responsibility will be performed when possible prior to painting of the building. In some cases it may be necessary for members to remove alterations to allow the Mutual to conduct repairs to Mutual property.

Structural alterations: Mutual members are responsible for ensuring that all structural alterations to their manor, including patio covers, are in a state of good repair prior to painting. Structural alterations will not be painted by the Mutual. Such alterations must be repaired and painted by the responsible member.

Deck Coating: Previously coated decking surfaces will be re-coated during the paint program cycle. Re-coating of the decking will require the removal of flooring materials such as indoor/outdoor carpet. The replacement of non-standard flooring material is the responsibility of the manor owner, not the Mutual. Members who wish to install flooring material over the patio or balcony floor should contact Resident Services in the Laguna Woods Village Community Center before proceeding.

Balcony Railing Covers: All balcony railing panels or screening (privacy panels) must be removed prior to painting. Effective April 17, 2018, only white lattice panels, per Alteration Standard #19, may be installed after the paint is complete. Members who wish to install balcony railing panels must contact the Alterations Division before proceeding (597-4616).

We will strive to coordinate the above work to minimize resident disruption. We thank you in advance, for your patience and cooperation. You may direct any questions to the Maintenance Programs Coordinator, Melody Thomas at 949-268-2286.

Sincerely,

Maintenance Operations



STAFF REPORT

DATE: February 26, 2018
FOR: Architectural Control and Standards Committee
SUBJECT: Closets and Interior Partition Walls Policy

RECOMMENDATION

Approve a Resolution to introduce the Closets and Interior Partitions Policy.

BACKGROUND

The Architectural Controls and Standards Committee (ACSC) reviews numerous Variance Requests to relocate closets and small sections of walls to accommodate minor alterations. Staff has reviewed the history and typicality of the requests and developed an alternative to the lengthy Variance Request process.

DISCUSSION

Staff reviews numerous requests each year for minor alterations that are controlled by over-the-counter Mutual Consents, such as kitchen improvements and water heater relocations. When one of these alterations involves relocating a partition wall, because the existing Alteration Standards do not cover all possible scenarios, the alteration would be automatically reviewed as a variance. In an effort to reduce the number of Variance Requests and reduce the time for alteration approval, Staff has reviewed previous Variance Requests that include minor partition wall revisions.

After completing the review, staff has determined that developing an Alteration Standard that would be able to encompass all possible variations would be problematic. Consequently Staff has developed the Closets and Interior Partitions Policy that would give the discretion to approve minor alterations that include a minor wall revision at the Staff level.

The proposed policy would allow Staff to approve minor, non load-bearing wall relocations, such as those necessary for closets, kitchen partitions, and water heater closets, when reviewing Mutual Consent applications. The policy would restrict Staff from approving wall relocations that affect room usage, create new rooms, or affect load bearing walls. Those alterations would still be required to go through the variance process.

FINANCIAL ANALYSIS

None

Third Laguna Hills Mutual
Closets and Interior Partition Walls Policy
February 26, 2018

Prepared By: Kurt Wiemann, Permits, Alterations and Restoration Manager
Reviewed By: Eve Morton, Alterations Coordinator
Committee Routing: Architectural Controls and Standards Committee

ATTACHMENT(S)

Attachment 1: Closets and Interior Partitions Policy

ATTACHMENT 1

Closets and Interior Partition Walls Policy

RESOLUTION 03-18-XXX

WHEREAS, the Architectural Control and Standards Committee directed Staff to create a policy pertaining to closets and interior partition walls for members who are proposing to repurpose or relocate a closet or partition wall within their Manor.

NOW THEREFORE BE IT RESOLVED, March 20, 2018, that the Board of Directors of this Corporation hereby introduces the following Closets and Partition Walls Policy; and

RESOLVED FURTHER, architectural drawings shall be provided for approval to the Alterations Division Office for review and to meet the intent of this policy, for all non-load-bearing wall (partition wall) revisions including but not limited to closets or panel walls, prior to issuance of a Mutual Consent from the Alterations Department and before construction begins; and

RESOLVED FURTHER, Staff shall thoroughly review the submitted drawings; if Staff determines that the proposed alteration does not affect load bearing walls or alter the original purpose of the room(s), meets the intent of this policy, and conforms to all pertinent Alteration Policies, Staff may issue a Mutual Consent; and

RESOLVED FURTHER, if Staff determines that the proposed alteration does not meet the intent of this policy and the Member desires to pursue the proposed alteration, Staff shall process the request as a Variance for review by the Architectural Controls and Standards Committee; and

RESOLVED FURTHER, all proposals of load-bearing wall revisions will require Board approval via the Variance process; and

RESOLVED FURTHER, any proposed wall revision that would create a new room or change the use of a room will require Board approval through the Variance process; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

MARCH Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

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STAFF REPORT

DATE: March 20, 2018
FOR: Third Board of Directors
SUBJECT: Tree Topping Policy

RECOMMENDATION

Entertain a Motion to Approve a Resolution Establishing a “No Tree Topping” Policy for trees in Third Mutual, with the following exceptions:

1. Staff would be authorized to ‘top’ a tree to treat or eliminate an insect or disease infestation; and
2. Staff would be authorized to ‘top’ a tree that has already been topped and is deemed to not be a candidate for restoration trimming; and
3. Staff would be authorized to evaluate stands of trees in selected areas where view obstruction is an issue and selectively remove certain trees within the grouping to improve views and still preserve the overall look and intent of the grouped plantings.

BACKGROUND

The Landscape Committee approved the proposed “No Tree Topping” policy at the meeting of February 1, 2108 and recommended that the Board approve a resolution establishing a new policy preventing the topping of trees with the three exceptions listed above.

DISCUSSION

Topping of trees is a generalized term that refers to making large cuts to the main trunk or structural branches of a tree. Typically, this type of trimming is performed to lower the height of the tree to address impacted views, perception that a tree is overgrown or too tall, or that due to its large size, a tree is inherently hazardous. Traditionally, the management of trees in the Village has not included topping trees other than in an attempt to control boring insects. All trimming performed by VMS crews is in conformance with pruning standards adopted by the International Society of Arboriculture. This organization has developed science based pruning standards that support the growth and development of safe, healthy trees and does not support the topping of trees.

Typically, staff does not perform topping of trees due to the multitude of negative consequences to the health and structural integrity of the tree. Topping trees to establish or preserve views would be problematic and result in higher trimming costs and/or reduced annual productivity, and therefore is not recommended. If necessary, tree removal is a better option. Crown reduction is a trimming method utilized to properly reduce the height of trees, but will increase the chances of insect or disease attacking the tree. It is an alternative course

of action where views must be preserved or the tree is too large for the aerial space. It is much more costly due to the higher number of labor hours required to complete the job

FINANCIAL ANALYSIS

None

Prepared By: Bruce Hartley, General Services Director

Reviewed By: Brad Hudson, CEO

Committee Routing: Landscape Committee

ATTACHMENT(S)

ATT-1: Draft Resolution 03-18-xx

ATT-2: Landscape Committee Agenda Report Meeting of February 1, 2018

RESOLUTION 03-18-xx
Tree Topping Policy

WHEREAS, the Board of Directors (the “Board”) of Third Laguna Hills Mutual (“Mutual”) held a meeting on March 20, 2018, at which a quorum of the Board was present;

WHEREAS, pursuant to the Mutual’s Governing Documents, the Association, acting through the Board, is responsible for the management and upkeep of the Mutual’s common areas, including the landscaping and trees;

WHEREAS, the Third Mutual Landscape Committee recommended the establishment of a “No Tree Topping” Policy for trees in Third Mutual, with the following exceptions:

1. Staff would be authorized to ‘top’ a tree to treat or eliminate an insect or disease infestation; and
2. Staff would be authorized to ‘top’ a tree that has already been topped and is deemed to not be a candidate for restoration trimming; and
3. Staff would be authorized to evaluate stands of trees in selected areas where view obstruction is an issue and selectively remove certain trees within the grouping to improve views and still preserve the overall look and intent of the grouped plantings.

NOW, THEREFORE BE IT RESOLVED, March 20, 2018, that the Board of the Mutual hereby approves the “No Tree Topping” policy for the management of trees within the Mutual’s common areas.

RESOLVED FURTHER, that the officers and agents of the Mutual are hereby authorized on behalf of the Mutual to carry out this Resolution.

MARCH Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

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STAFF REPORT

DATE: February 1, 2018
FOR: Third Mutual Landscape Committee
SUBJECT: Tree Topping Policy

RECOMMENDATION

Entertain a Motion to Approve a Resolution Establishing a “No Tree Topping” Policy for trees in Third Mutual, with the following exceptions:

1. Staff would be authorized to top a tree to treat or eliminate an insect or disease infestation; and
2. Staff would be authorized to top a tree that has already been topped and is deemed to not be a candidate for restoration trimming; and
3. Staff would be authorized to evaluate stands of trees in selected areas where view obstruction is an issue and selectively remove certain trees within the grouping to improve views and still preserve the overall look and intent of the grouped plantings.

BACKGROUND

Topping of trees is a generalized term that refers to making large cuts to the main trunk or structural branches of a tree. Typically, this type of trimming is performed to lower the height of the tree to address impacted views, perception that a tree is overgrown or too tall, or that due to its large size, a tree is inherently hazardous. This trimming method is also used to provide safe clearance for power lines. Traditionally, the management of trees in the Village has not included topping trees other than in an attempt to control boring insects. All trimming performed by VMS crews is in conformance with pruning standards adopted by the International Society of Arboriculture. This organization has developed science based pruning standards that support the growth and development of safe, healthy trees.

DISCUSSION

Trees in Third Mutual that have no conflict issues with adjacent structures have been allowed over the years to grow naturally and have required few staff hours to maintain healthy, well-developed limb structure. Many of these trees, particularly on slopes, have reached the size to where they are now creating view obstructions for slope-top manors. The topping of a tree is a practice which causes significant stress to trees and may create future safety issues. The large pruning wounds are very difficult for trees to heal and may become points of entry for pathogens which could result in extensive decay and structural failure. Removing a large portion of a tree also results in the loss of leaves, which reduces a tree’s ability to photosynthesize and produce food. Over-trimming trees also creates stress on the tree. Combined with the effects of drought, these factors may hasten insect attack and lead to decline or death.

Alternatives to tree topping would be 'crown reduction' and 'canopy thinning'. These pruning techniques allow the tree to maintain its natural shape by selecting certain branches to trim to the point of attachment, resulting in well-attached future growth. However these practices in most cases will not adequately address the view obstruction issue to the satisfaction of a property owner.

Staff has begun to receive requests to 'top' trees or remove them due to their impact on views. Residents make anecdotal claims of paying premiums for view homes and complain that the trees blocking views diminish their property values. In isolated cases, staff has been contacted to top trees that have previously been topped by unknown tree trimmers without authorization. The additional trimming time required to lower the height of the trees due to view obstruction would be substantial. This would result in fewer trees trimmed each year and a lengthening of the trim cycle. The result would be a reduction in service level without an increase in annual budget.

As discussed above, there are some alternative pruning techniques that provide staff with options that may address some requests. In addition to pruning techniques, selective removal may be another alternative to topping. There are situations where groupings or stands of trees create a visual obstruction. Staff is recommending a policy to evaluate stands of trees in selected areas where view obstruction is an issue and selectively remove certain trees within the grouping to improve views and still preserve the overall look and intent of the grouped plantings. This policy should also be considered for fuel reduction strategies in the future when evaluating alternative methods of managing fire risk. Tree removals would be considered by the Committee on an individual basis.

FINANCIAL ANALYSIS

Prepared By: Bob Merget, Tree Supervisor

Reviewed By: Bruce Hartley, General Services Director
Lori Moss, Community Manager

ENDORSEMENT (to Third Board)

Unbudgeted Expenditure for 2018 Fumigation Program

The approved budget for lodging services due to fumigation is \$62,948, which was based on an estimate of 39 buildings being fumigated in 2018.

Termite inspections were performed in 2017 by Mutual staff and a third party pest control contractor. Inspections revealed that 45 buildings within Third Laguna Hills Mutual are in need of fumigation services by whole structure tenting in order to eliminate the identified termite infestations and protect the structural integrity of each affected building.

In order to proceed with the necessary pest control treatment of all 45 building structures, or 248 manors, an increase of \$10,000 to the Operating Fund is needed. Historically, buildings identified as needing fumigation services outside of the budgeted amount are deferred to the next program year. Out of the 45 buildings requiring fumigation, 17 buildings are categorized as high priority.

A motion was made and unanimously carried to recommend that the Board approve an unbudgeted expenditure in the amount of \$10,000 from the Operating Fund to provide lodging services during the 2018 Fumigation Program.



STAFF REPORT

DATE: March 5, 2018
FOR: Maintenance and Construction Committee
SUBJECT: Unbudgeted Expenditure for 2018 Fumigation Program

RECOMMENDATION

Approve an unbudgeted expenditure in the amount of \$10,000 from the Operating Fund to provide lodging services during the 2018 Fumigation Program.

BACKGROUND

In accordance with Resolution 03-12-138, termite inspections were performed in 2017 by Mutual staff and a third party pest control contractor. Inspections revealed that 45 buildings within Third Laguna Hills Mutual are in need of fumigation services by whole structure tenting in order to eliminate the identified termite infestations and protect the structural integrity of each affected building.

DISCUSSION

The 2018 budget for lodging services due to fumigation is \$62,948. In order to proceed with the necessary pest control treatment of all 45 building structures, or 248 manors, an increase of \$10,000 to the Operating Fund is needed. Historically, buildings identified as needing fumigation services outside of the budgeted amount are deferred to the next program year. Out of the 45 buildings requiring fumigation, 17 buildings are categorized as high priority. Staff recommends an unbudgeted expenditure be granted to accommodate treatment of all 45 buildings during this year's program.

FINANCIAL ANALYSIS

An unbudgeted expenditure in the amount of \$10,000 from the Operating Fund is required to provide lodging for 248 manors on the 2018 Fumigation Program.

Prepared By: Patrick Cleary, Maintenance Operations Manager

Reviewed By: Melody Thomas, Maintenance Programs Coordinator
Ernesto Munoz, P.E., Maintenance and Construction Director

ENDORSEMENT (to Third Board)

Electrical Use Reimbursement Policy Revision

The current Electricity Usage Reimbursement Policy authorizes staff to process reimbursements to members for electricity consumption related to the restoration of manors as a result of moisture intrusion events as well as for excess electricity consumed due to hot water supply line leaks.

For moisture-intrusion events where dry-down equipment such as dehumidifiers and air blowers are required, the Mutual reimburses the resident for electricity used in the dry down of property, based on an established daily rate for each type of equipment extrapolated for the number of days each type of equipment is in place, as verified by the vendor providing dry down services.

This process results in a significant amount of staff and resident coordination, paperwork, and calculations to arrive at what is typically a very small amount of reimbursement to the resident.

The average total cost of each reimbursement amounts to a Mutual expense of \$210.00 which includes the costs of staff time and the average reimbursement of \$52.00 to the resident, resulting in an inefficient process.

Staff recommended establishing a standard reimbursable rate based on the number of rooms within a manor requiring dry down services, as determined during the restoration process. The majority of dry downs occur in only one room. However, there have been instances where several rooms in a manor required the use of dry down equipment.

The proposed change to the existing Resolution will require the Mutual to reimburse for electricity used in the dry down of property, for a moisture event, based on a flat rate reimbursement in the amount of \$32.00 for each room. This rate is based on the average cost of dry down services divided by the numbers of rooms in the manor.

The process for reimbursing the electric cost associated with hot water supply leaks (under slab leaks) will remain unchanged as the number of reimbursements processed annually is very small.

A motion was made and unanimously carried to recommend that the Board approve a revised Electricity Usage Reimbursement Policy and Resolution which will offer a standard reimbursement rate of \$32.00 per room, for excess electricity used during moisture intrusion events where dry-down of the property is required.

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STAFF REPORT

DATE: March 5, 2018
FOR: Maintenance and Construction Committee
SUBJECT: Electrical Use Reimbursement Policy Revisions

RECOMMENDATION

Approve a revised Electricity Usage Reimbursement Policy and Resolution which will offer a standard reimbursement rate on a per room basis, for excess electricity used during moisture intrusion events where dry-down of the property is required (Attachment 1).

BACKGROUND

The current Electricity Usage Reimbursement Policy (Resolution 03-11-48) adopted April 19, 2011 authorizes staff to process reimbursements to members for electricity consumption related to the restoration of manors as a result of moisture intrusion events as well as for excess electricity consumed due to hot water supply line leaks.

Currently, for moisture-intrusion events where dry-down equipment such as dehumidifiers and air blowers are required, the Mutual reimburses the resident for electricity used in the dry down of property, based on an established daily rate for each type of equipment extrapolated for the number of days each type of equipment is in place, as verified by the vendor providing dry down services.

DISCUSSION

In order to reimburse residents for the excess electricity caused by the dry down equipment used during a moisture intrusion event, a time consuming and labor-intensive process must be followed. This process results in a significant amount of staff and resident coordination, paperwork, and calculations to arrive at what is typically a very small amount of reimbursement to the resident. The reimbursements can take up to 3 months to process due to the number of requests received from both Mutuels, staff's workload, and the coordination with the resident to secure their utility billing information for the period of time in question, which is required in order to perform the necessary reimbursement calculations. This long protracted process often causes significant frustration to the resident who is waiting for a reimbursement. Residents constantly call Resident Services and other staff members seeking updates and a timeframe for their reimbursement.

In fiscal years 2016 and 2017, there were 62 manor owners who received an electrical use reimbursement. The average electrical use reimbursement processed for dry down of property amounted to \$52.00 per manor. The reimbursements issued ranged from \$5.74 to \$166.94.

During the 2016 and 2017 fiscal years, the average cost to the Mutual for staff time to process the electrical use reimbursements under the current policy amounted to \$158.00 per reimbursement, based on 3.5 hours of staff time for preparation, review of each reimbursement and approval of each check request.

The average total cost of each reimbursement amounts to a Mutual expense of \$210.00 which includes the costs of staff time and the average reimbursement of \$52.00 to the resident, resulting in an inefficient process.

Staff recommends establishing a standard reimbursable rate based on the number of rooms within a manor requiring dry down services, as determined during the restoration process. The majority of dry downs occur in only one room. However, there have been instances where several rooms in a manor required the use of dry down equipment.

The proposed change to the existing Resolution will require the Mutual to reimburse for electricity used in the dry down of property, for a moisture event, based on a flat rate reimbursement in the amount of \$32.00 for each room. This rate is based on the average cost of dry down services divided by the numbers of rooms in the manor. The proposed policy change will lessen the financial burden to the Mutual to provide electrical use reimbursements and will expedite the reimbursement return time to the member from 8-12 weeks to 2-3 weeks by (1) eliminating the requirement that vendor invoices be used to certify the dry down services rendered, and (2) by eliminating the requirement that a detailed billing statement be submitted by the member for a precise reimbursable amount to be calculated based on kilowatt usage and electricity tier rates. The proposed process will also reduce the amount of staff time required for each request from 3.5 hours to just 30 minutes.

The process for reimbursing the electric cost associated with hot water supply leaks (under slab leaks) will remain unchanged as the number of reimbursements processed annually is very small.

FINANCIAL ANALYSIS

Under the current established policy, the approximate cost to the Mutual for providing the above referenced service is \$158.00 with an average reimbursement to the member of \$32.00 per room. The proposed policy change will reduce the cost born by the Mutual to an average of \$53.00 per reimbursement with a flat rate of \$32.00 per room being dispersed to the member.

Prepared By: Melody Thomas, Maintenance Programs Coordinator

Reviewed By: Olga Torres, Maintenance Operations Specialist
Patrick Cleary, Maintenance Operations Manager
Ernesto Munoz, P.E., Maintenance and Construction Director

ATTACHMENT(S)

Attachment 1 – Proposed Revised Resolution 03-18-XX

ATTACHMENT 1

Resolution 03-18-XX Revised Electricity Usage Reimbursement Policy

WHEREAS, the Mutual has historically reimbursed members for electricity consumption related to the restoration of manors as a result of moisture intrusion, as well as for excess electricity consumed due to hot water supply line leaks; and

WHEREAS, the practice of reimbursing members for electricity usage has not been formally recorded as an explicit United Mutual policy;

NOW THEREFORE BE IT RESOLVED, March 20, 2018, that the Board of Directors of this Corporation hereby adopts the revised Electricity Usage Reimbursement Policy, in accordance with Resolution 03-17-68 (Damage Restoration Policy), as follows:

- For moisture-intrusion events where dry-down of property is required, the Mutual will reimburse for electricity used at a flat rate of \$32.00 for each room requiring the use of dry down equipment, as verified by the Moisture Intrusion Coordinator.
- For hot water leaks where excess electricity has been consumed, the Mutual will reimburse for excess electricity consumption for a maximum period of three Southern California Edison billing periods, as evidenced by detailed billing statements for each of the three periods involved. Additional electricity use beyond the period of three billing cycles is the responsibility of the Member and is not reimbursable by the Mutual.
- All reimbursements will be charged to the Disaster Fund.

RESOLVED FURTHER, that Resolution 03-11-48 adopted April 19, 2011 is hereby superseded and cancelled; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

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STAFF REPORT

DATE: March 20, 2018
FOR: Board of Directors
SUBJECT: Departmental Policy & Procedure for Rodent Activity

RECOMMENDATION

Receive and file the Maintenance and Construction Departmental Policy and Procedure for sealing attic and building exteriors due to rodent activity (Attachment 1).

BACKGROUND

The Covenants, Conditions, & Restrictions (CC&R's) dictate that Third Laguna Hills Mutual (TLHM) is obligated to maintain the common areas. This includes controlling the invasion of rodents in common area attics. There is no legal requirement for TLHM to provide services to exterminate an infestation inside a dwelling unit.

DISCUSSION

TLHM's approach to pest control has consistently been to delegate responsibility to members for infestations inside their manors. In this approach, individual manor owners are responsible for treatment and eradication of rodents and other pests. TLHM continues to maintain responsibility for pest control issues when Mutual-controlled property is infested. These cases would include wood destroying pests such as termites, rodents or bees in walls or attics.

The Maintenance and Construction departmental policy outlines the procedure that staff follows when a resident notifies Resident Services that a rodent may be present in the common area attic space above their manor. This procedure is coordinated between the Building Maintenance and Landscape Pest Control Divisions.

FINANCIAL ANALYSIS

None.

Prepared By: Patrick Cleary, Maintenance Operations Manager
Laurie Chavarria, Executive Assistant

Reviewed By: Ernesto Munoz, P.E., Maintenance and Construction Director

ATTACHMENT(S)

Attachment 1 – Departmental Policy/Procedure for Sealing Attic & Building Exteriors Due to Rodent Activity

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Attachment 1

Procedures for Sealing Attic & Building Exteriors **Due to Rodent Activity**

The purpose of this document is to define the procedure of Third Laguna Hills Mutual regarding the treatment and control of rodents.

The Mutual shall continue to be responsible for controlling exterior pests inhabiting Mutual-controlled property, including termites, bees, wasps, and rodents.

When a member/resident contacts Resident Services due to possible rodent activity in their attic or around their Manor, the following events will occur:

- Resident Services will simultaneously create an **IN102 Exterior Rodent Inspection** (staff assignment) and a **4304 Rodent Problem Reported** (service order).
- The Pest Management staff (WC 560) will place bait boxes around the Manor. The bait boxes are left in place for 6-8 weeks in order to draw all rodents out of the attic or away from the Manor.
- The Pest Management staff will notify Grounds Maintenance (WC 530) if there are any trees or shrubs too close to the structure that may be providing rodent access to buildings so that they may be trimmed or removed.
- The Maintenance Operations Inspector (WC 910) will inspect the building for evidence of rodents and any possible access areas. A visual inspection of the attic will take place as necessary.
- If rodent activity is found, the Maintenance Operations Inspector will create and schedule a service order for 912 Carpentry to seal all open access areas around the building.
- The Maintenance Operations Inspector will notify the Roofing Program Coordinator in the Projects Department to have the roofing contractor **seal all access areas** on roof.
- The exterior of buildings are also inspected and **sealed as necessary** during the annual Prior to Paint Program for the buildings scheduled on the Paint Program each year.
- Resident Services will open a **6872 Bird/Animal in Wall** or **4315 Dead Animal Reported** service order when requested by residents. Animal carcasses found in the attic or walls are removed by the Carpentry Department. Animal carcasses found around the exterior of the building are removed by Pest Management.

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Financial Report

As of January 31, 2018



INCOME STATEMENT

ACTUAL

(in Thousands)

TOTAL REVENUE

\$2,883

TOTAL EXPENSE

2,122

Revenue over Expense

\$761

Financial Report

As of January 31, 2018



INCOME STATEMENT - OPERATING

ACTUAL
(in Thousands)

Assessment Revenue	\$1,574
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Non-assessment Revenue	\$175
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Total Revenue	\$1,749
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Total Expense	\$1,631
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Net Revenue/(Expense)	\$118
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w/o Depreciation	\$130
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Financial Report

As of January 31, 2018



INCOME STATEMENT – NON OPERATING

ACTUAL

(in Thousands)

Assessment Revenue

\$1,096

Non-assessment Revenue

\$38

Total Revenue

\$1,134

Total Expense

\$491

Net Revenue/(Expense)

\$643

Financial Report

As of January 31, 2018



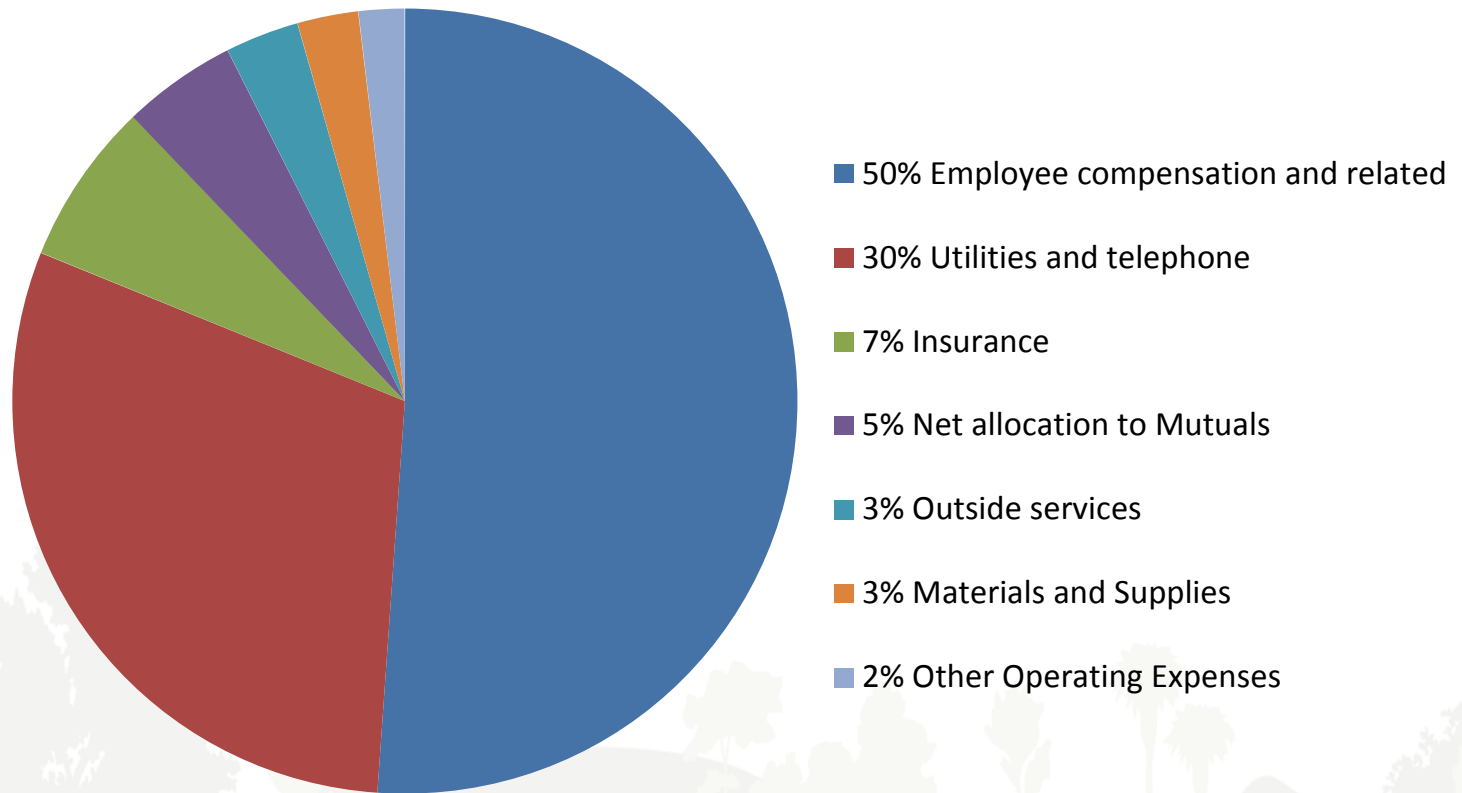
Through January, Third was better than budget by \$742K primarily due to the timing of invoices for outside services:

- **Roof Replacement budget was inadvertently distributed throughout the year, but the program is not scheduled to begin until September.**
- **Building Structure Replacement program will begin later than anticipated.**
- **Moisture Intrusion, the work is in progress; invoices are pending.**

Financial Report

As of January 31, 2018

Total Operating Expenses \$1,630,849



Financial Report

As of January 31, 2018



NON OPERATING FUND BALANCES

ACTUAL

(in Thousands)

Beginning Balances: 1/1/18

\$28,094

Contributions & Interest

1,134

Expenditures

(491)

Current Balances: 1/31/18

\$28,737



Financial Report for March 20, 2018 Board Meeting

SLIDE 1 – Total revenue for Third through January 31, 2018 was \$2,883K compared to expenses of \$2,122K, resulting in more revenue than expense by \$761K.

SLIDE 2 – Now we look at those same results with a distinction between operating and reserve funds. This chart shows how much of our revenue went into operations, with \$1,574K coming in from assessments and \$175K coming from non-assessment revenue. This is compared to operating expenditures of \$1,631K. After backing out depreciation, which is not funded through operations, we can see a bottom line operating surplus of \$130K as of the reporting period.

SLIDE 3 – This chart shows how much of our revenue went into our reserve funds and the amount expended to date.

SLIDE 4 – Through January, Third was better than budget by \$742K primarily due to the timing of invoices for outside services:

- Roof Replacement budget was inadvertently distributed throughout the year, but the program is not scheduled to begin until September.
- Building Structure Replacement program will begin later than anticipated.
- Moisture Intrusion, the work is in progress; invoices are pending.

SLIDE 5 – On this pie chart, we show the Operating expenses to date of \$1.6 Million by category, showing that our largest categories of expense are for compensation and utilities.

SLIDE 6 – The reserve balances on January 31, 2018 were about \$28.7 Million. To date, contributions to reserves including assessments and interest earnings totaled about \$1.1 Million and expenditures to date totaled just about \$0.5 Million.

[No slide] – In closed session, we reviewed delinquencies for unpaid assessments totaling \$313,696, which represents less than 1% of the annual assessment budget. We are able to maintain such a relatively low level of delinquencies by following prescribed collection policies to pursue payment on these accounts, either through the non-judicial foreclosure process or by obtaining personal judgments in small claims court. The Board has been working closely with our collection firm and legal counsel to pursue further collection activity for unpaid accounts. We also reviewed delinquencies for fines, fees and chargeable services totaling \$174K. The Board is pursuing further collection activity such as cable TV disconnection and small claims.

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REPORT OF THE REGULAR OPEN MEETING OF THE THIRD LAGUNA HILLS MUTUAL FINANCE COMMITTEE

Tuesday, March 6, 2018 – 1:30 p.m.
Laguna Woods Village Community Center Board Room, 24351 El Toro Road

MEMBERS PRESENT: Steve Parsons – Chair, Rosemarie diLorenzo, Bill Walsh, Burt Baum, John Frankel, Bunny Carpenter, Roy Bruninghaus, Jules Zalon, Bert Moldow, James Tung, Advisors: Wei-Ming Tao, John Hess

MEMBERS ABSENT: Susan Caine

STAFF PRESENT: Solange Backes, Jose Campos, Christopher Swanson, Dan Hoxie

Call to Order

Director Parsons, Treasurer, chaired the meeting and called it to order at 1:36 p.m.

Acknowledgment of Media

None.

Approve Meeting Agenda

A motion was made and carried unanimously to approve the agenda as presented.

Approval of the Regular Meeting Report for February 6, 2018

A motion was made and carried unanimously to approve the Committee report as presented.

Chair Remarks

None.

Member Comments (Items Not on the Agenda)

None.

Department Head Update

None.

Review Preliminary Financial Statements

The Committee reviewed and commented on the financial statements dated January 31, 2018. The Committee requested an update at the next finance committee meeting regarding actual vs accruals in the Water account. Additionally, the committee would like staff to investigate the following programs on the maintenance programs reports:

- Plumbing

- Janitorial
- Solar Maintenance
- Welding

Timing of Vendor Invoice Updates

Dan Hoxie, Purchasing Manager, provided an update regarding the timing of invoices and current contracts outstanding. The Committee requested that staff research ways to automate monthly accruals of invoices. Also, the Committee inquired about the total amounts of invoices that are accrued each month and asked staff to provide an update at the next finance committee meeting.

Unbudgeted Expenditure for 2018 Fumigation Program

The Committee reviewed a staff report from the Maintenance and Construction Committee regarding funding of the 2018 Fumigation Program.

A motion was made and carried by a vote of 8-0-1 (Director Tung Abstained) to recommend the Board approve additional lodging services during the 2018 Fumigation Program as outlined in the report, with funding of up to \$10,000 as an unbudgeted operating expense.

Electrical Use Reimbursement Policy Revision

The Committee reviewed a staff report from the Maintenance and Construction Committee regarding revisions to the Electrical Use Reimbursement Policy.

A motion was made and carried unanimously to recommend the Board adopt the Electrical use Reimbursement Policy Revisions as outlined in the report.

Endorsements from Standing Committees

None.

Future Agenda Items

- Credit Card Policy Update
- Automated System Accruals

Committee Member Comments

None.

Date of Next Meeting

Tuesday, April 3, 2018 at 1:30 p.m. in the Board Room.

Recess to Closed Session

The meeting recessed to closed session at 3:02 p.m.

DRAFT

Steve Parsons, Chair

Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

All Mutuals

REPORT PERIOD

February, 2018

MONTH	NO. OF REALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	48	76	\$14,821,540	\$23,481,992	\$308,782	\$308,974
February	49	63	\$18,380,142	\$18,400,200	\$375,105	\$292,067
March		* 80		* \$24,765,800		* \$309,573
April		* 88		* \$29,024,579		* \$329,825
May		* 105		* \$34,046,751		* \$327,373
June		* 90		* \$31,945,600		* \$354,951
July		* 68		* \$21,413,120		* \$314,899
August		* 90		* \$29,277,556		* \$325,306
September		* 83		* \$25,481,938		* \$310,755
October		* 75		* \$26,703,200		* \$356,043
November		* 86		* \$29,641,100		* \$344,664
December		* 88		* \$31,413,715		* \$356,974
TOTAL	97.00	139.00	\$33,201,682	\$41,882,192		
MON AVG	48.00	69.00	\$16,600,841	\$20,941,096	\$341,944	\$300,520

* Amount is excluded from percent calculation

Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

Third

February, 2018

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	25	38	\$8,807,150	\$14,513,062	\$352,286	\$381,923
February	28	28	\$12,320,892	\$9,887,500	\$440,032	\$353,125
March		* 42		* \$15,185,800		* \$361,567
April		* 45		* \$18,847,150		* \$418,826
May		* 44		* \$18,157,951		* \$412,681
June		* 49		* \$21,011,450		* \$428,805
July		* 36		* \$13,526,020		* \$375,723
August		* 47		* \$17,967,189		* \$382,281
September		* 46		* \$16,020,038		* \$356,001
October		* 46		* \$18,804,700		* \$408,798
November		* 49		* \$19,847,200		* \$405,045
December		* 39		* \$18,834,275		* \$482,930
TOTAL	53.00	66.00	\$21,128,042	\$24,400,562		
MON AVG	26.00	33.00	\$10,564,021	\$12,200,281	\$396,159	\$367,524
% CHANGE - YTD	-19.7%		-13.4%		7.8%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Resales Report Third Laguna Hills Mutual February, 2018

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
02/07/2018	2192-D	3	\$340,000	Monterey	HomeSmart Evergreen	Seven Gables Real Estate	Escrow Options Group
02/05/2018	2232-B	3	\$200,000	Casa Linda	Berkshire Hathaway	Worldwide Capital Realty, Inc	Glen Oaks Escrow
02/14/2018	2243-C	3	\$169,000	Coronado	Coldwell Banker	Prea Realty	Homestead Escrow
02/09/2018	2298-N	3	\$265,000	Casa Contenta	Regency Real Estate	Realty One Group	Homestead Escrow
02/16/2018	2320-D	3	\$335,000	La Jolla	Century 21 Rainbow	Village Real Estate	Granite Escrow
02/13/2018	2377-A	3	\$330,000	Cordoba	Laguna Premier Realty, Inc	Century 21 Rainbow	Granite Escrow
02/27/2018	2383-C	3	\$325,000	Valencia	ReMax Premier Realty	Century 21 Rainbow Realty	Homestead Escrow
02/05/2018	3048-O	3	\$335,000	Casa Del Mar	Berkshire Hathaway	Berkshire Hathaway	Homestead Escrow
02/16/2018	3066-B	3	\$425,000	Villa Nova	Laguna Premier Realty, Inc		Granite Escrow
02/27/2018	3134-A	3	\$475,000	Hermosa	HomeSmart Evergreen	Century 21 Rainbow Realty	Escrow Options Group
02/14/2018	3242-2F	3	\$191,000	Villa Puerta	Century 21 Rainbow Realty	Century 21 Rainbow Realty	Homestead Escrow
02/21/2018	3267-A	3	\$700,000	El Doble	Presidential Incorporated	Laguna Premier Realty, Inc	Pacific Closing Services
02/06/2018	3323-A	3	\$605,000	El Doble	Laguna Premier Realty, Inc	Century 21 Rainbow	Granite Escrow
02/26/2018	3327-P	3	\$398,892	Catalina	Coldwell Banker	Laguna Premier Realty, Inc	Pacific Closing Services
02/02/2018	3359-P	3	\$395,000	Catalina	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Granite Escrow
02/28/2018	3365-2E	3	\$300,000	Sierra	Laguna Premier Realty, Inc	HomeSmart Evergreen	Homestead Escrow
02/22/2018	3415-A	3	\$360,000	Catalina	Prea Realty	Century 21 Rainbow Realty	Homestead Escrow
02/08/2018	3421-2H	3	\$465,000	Casa Dorado	Jeff Jackson	TBD	Granite Escrow
02/14/2018	3425-B	3	\$410,000	Catalina	FSBO	FSBO	Granite Escrow
02/14/2018	3496-O	3	\$410,000	La Quinta	Laguna Premier Realty, Inc	Realty Benefit	Granite Escrow
02/26/2018	4006-2B	3	\$420,000	El Mirador	Villa Real Estate	Realty World Allstars	Homestead Escrow
02/23/2018	4010-3D	3	\$410,000	El Mirador	Charles Ryan & Associates	Charles Ryan & Associates	Homestead Escrow
02/13/2018	4012-2E	3	\$312,000	Villa Nueva	HOM Sotheby's	First Team Estates	Homestead Escrow
02/02/2018	5121	3	\$860,000	Villa Serena	Surterre Properties, Inc.	Laguna Premier Realty, Inc	Homestead Escrow

Resales Report Third Laguna Hills Mutual February, 2018

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
02/08/2018	5371-3E	3	\$510,000	Villa Puerta	Regency Real Estate	Century 21 Rainbow	Homestead Escrow
02/28/2018	5483-B	3	\$650,000	Villa Fuente	First Team Real Estate	Laguna Premier Realty, Inc	Homestead Escrow
02/15/2018	5511-1B	3	\$475,000	El Mirador	First Team Estates	Century 21 Award	Granite Escrow
02/23/2018	5582-B	3	\$1,250,000	Casa Monaco	Century 21 Rainbow	Laguna Premier Realty, Inc	Homestead Escrow

Number of Resales: 28

Total Resale Price: \$12,320,892

Average Resale Price: \$440,032

Median Resale Price: \$404,446

Monthly Resale Report

PREPARED BY
Community Services Department

MUTUAL
Third

February 2018
Revised

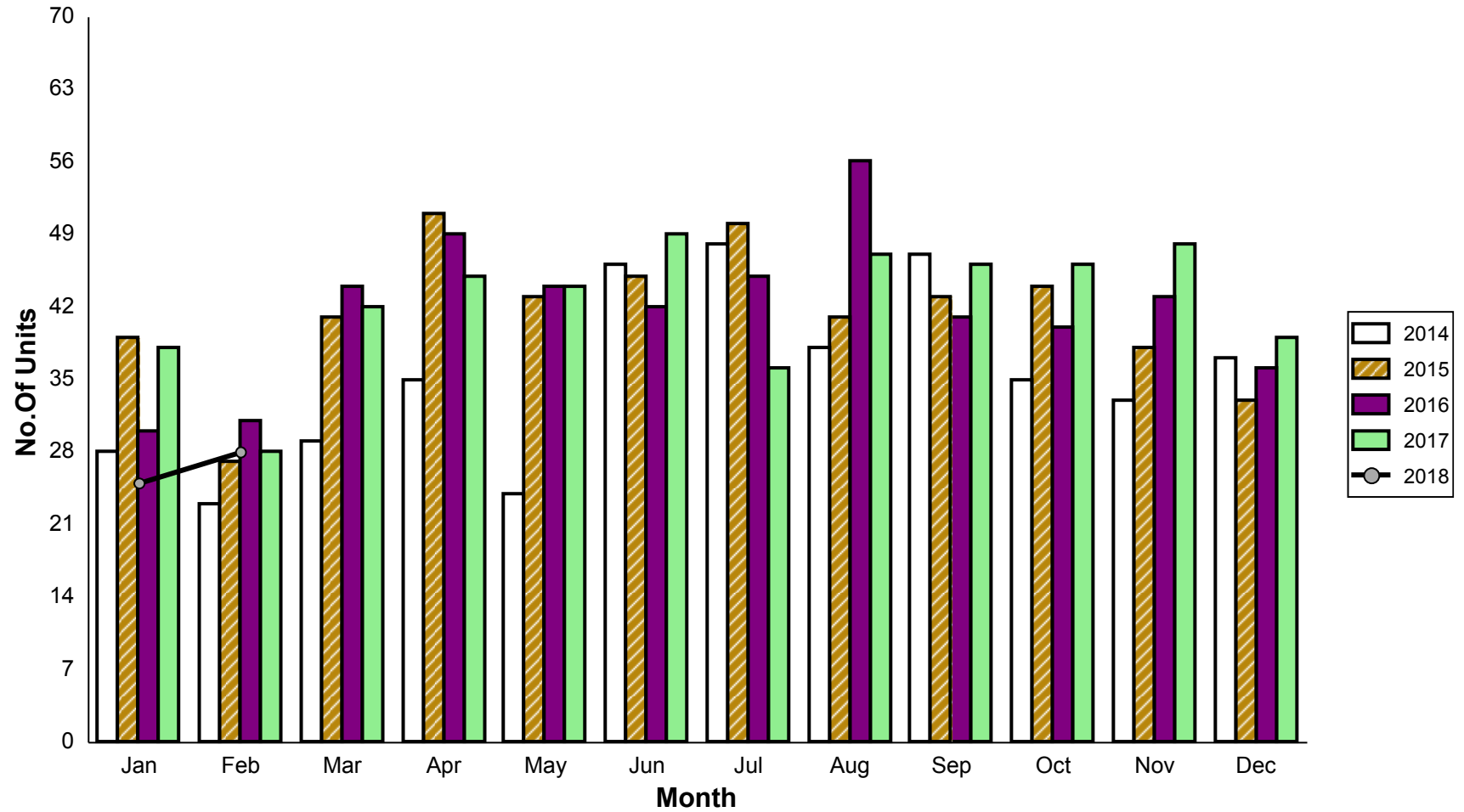
Month	NO. OF REALES				TOTAL SALES VOLUME IN \$\$				AVG RESALE PRICE			
	2018	2017	2016	2015	2018	2017	2016	2015	2018	2017	2016	2015
January	25	38	30	39	\$8,807,150	\$14,513,062	\$10,663,350	\$11,735,750	\$352,286	\$381,923	\$355,445	\$300,917
February	28	28	31	27	\$12,320,892	\$9,887,500	\$11,354,000	\$7,690,000	\$440,032	\$353,125	\$366,258	\$284,815
March		42	44	41		\$15,185,800	\$14,408,861	\$16,302,100		\$361,567	\$327,474	\$397,612
April		45	49	51		\$18,847,150	\$18,170,528	\$14,509,805		\$418,826	\$370,827	\$284,506
May		44	44	43		\$18,157,951	\$13,703,900	\$12,983,750		\$412,681	\$311,452	\$301,948
June		49	42	45		\$21,011,450	\$12,838,300	\$15,321,388		\$428,805	\$305,674	\$340,475
July		36	46	50		\$13,526,020	\$16,112,500	\$16,392,300		\$375,723	\$350,272	\$327,846
August		47	56	41		\$17,967,189	\$21,085,200	\$12,231,250		\$382,281	\$376,521	\$298,323
September		46	41	43		\$16,020,038	\$12,651,500	\$15,332,500		\$356,001	\$308,573	\$356,570
October		46	40	44		\$18,804,700	\$13,386,500	\$12,924,787		\$408,798	\$334,663	\$293,745
November		49	43	38		\$19,847,200	\$16,453,200	\$12,332,000		\$405,045	\$382,633	\$324,526
December		38	36	33		\$18,509,275	\$12,528,800	\$11,532,800		\$487,086	\$348,022	\$349,479
TOTAL	53	66	61	66	21128042	\$24,400,562	\$22,017,350	\$19,425,750				
MON AVG	26.5	33.0	30.5	33.0	\$10,564,021	\$12,200,281	\$11,008,675	\$9,712,875	\$396,159	\$367,524	\$360,852	\$292,866
% CHANGE-YTD	-19.7%	8.2%	-7.6%	29.4%	-13.4%	10.8%	13.3%	30.6%	7.8%	1.8%	23.2%	-8.9%

% Change calculated (This Year - Last Year)/Last Year

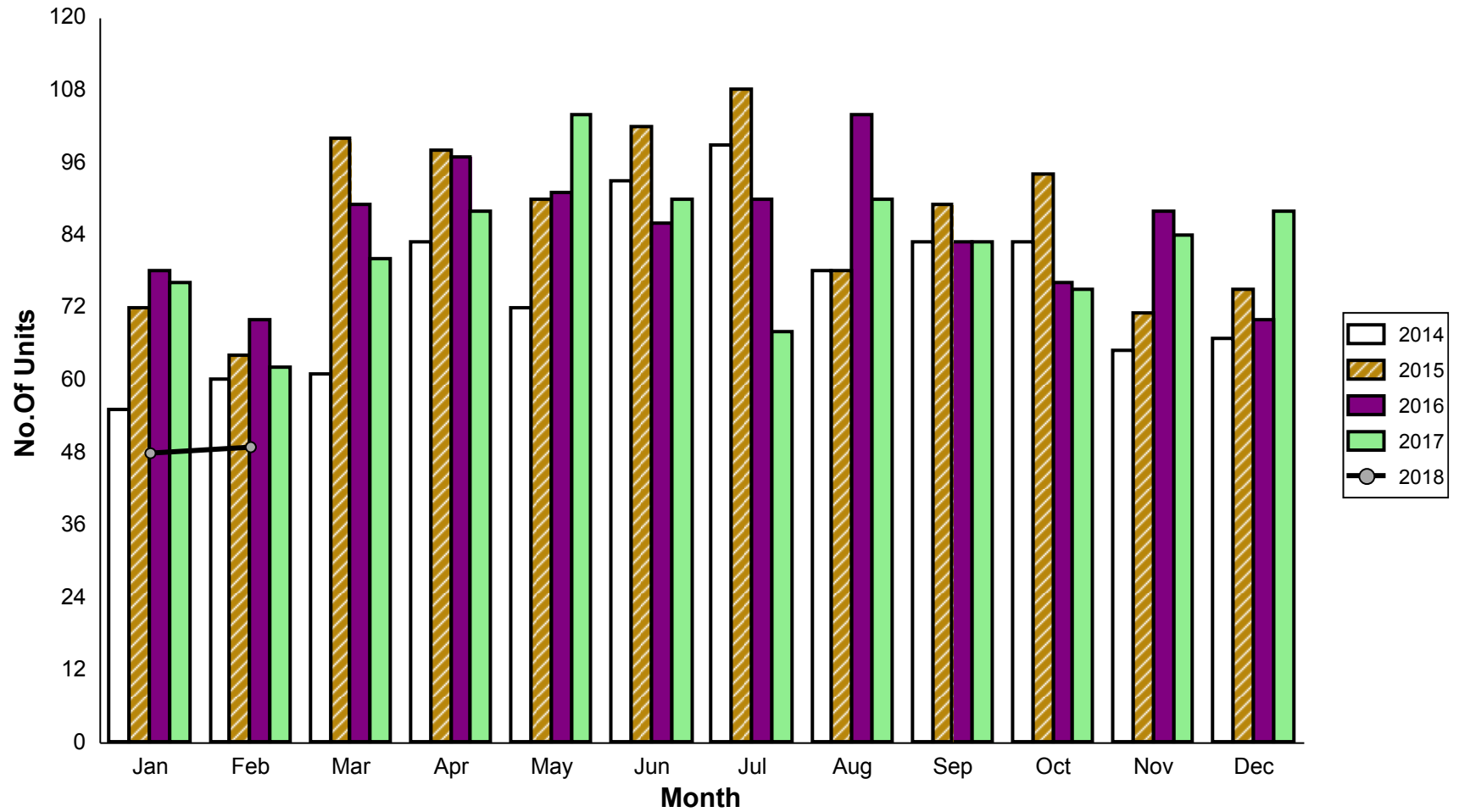
Percent calculation only includes YTD figures in black.

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Resales - 5 Year Comparison



Resales - 5 Year Comparison





MONTHLY LEASING REPORT

Report Period:
January-2018

LEASES IN EFFECT						Total this year	Total last year	Total Expirations	New Monthly Transactions		
MONTH	1 Month	3 Months	6 Months	12 Months	12+Months				Leases	Renewals	Extensions
JAN.	0	21	22	378	1192	1613	1678	75	31	95	0
FEB.						0	1664				
MARCH						0	1667				
APRIL						0	1630				
MAY						0	1653				
JUNE						0	1652				
JULY						0	1659				
AUGUST						0	1667				
SEPT.						0	1648				
OCT.						0	1646				
NOV.						0	1656				
DEC.						0	1669				
Monthly Average	0.0	21.0	22.0	378.0	1192.0	134.4	Jan 1678.0	75.0	31.0	95.0	0.0
Percentage Leased	1613 / 6102 = 26%										

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OPEN MEETING

**REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL
ARCHITECTURAL CONTROL AND STANDARDS COMMITTEE**

**Monday, February 26, 2018 – 9:30 a.m.
Laguna Woods Village Community Center Sycamore Room
24351 El Toro Road**

REPORT

MEMBERS PRESENT: Acting Chair - Steve Parsons, John Frankel, Roy Bruninghaus, Bert Moldow, Rosemarie diLorenzo and VMS Director Dennis O'Connor

MEMBERS ABSENT: Chair – Bill Walsh

ADVISORS PRESENT: Mike Butler and Bob Hatch

STAFF PRESENT: Kurt Wiemann, Gavin Fogg, and Eve Morton

1. Call to Order

Acting Chair Parsons called the meeting to order at 9:30 a.m.

2. Acknowledgement of Media

No media were present.

3. Approval of January 18, 2018 Report

Director Frankel moved to approve the Report. Director Bruninghaus seconded. The Committee approved the motion unanimously.

4. Approval of the Agenda

Director diLorenzo made a motion to approve the agenda. Director Frankel seconded. Acting Chair Parsons requested to add an agenda item 8a, "Discussion Items from Bill Walsh," to the agenda. The amended agenda was approved unanimously.

5. Committee Chair Remarks

Director Parsons reported he is acting Committee Chair for this meeting as Chair Walsh is sick.

6. Member Comments - (Items Not on the Agenda)

Several Members commented on various topics.

7. Department Head Update

Staff reported on the status of 5585-B, which has a cracked driveway.

Consent:

All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.

None

Reports:

8a. Discussion items from Chair Bill Walsh

Discussion ensued regarding the City code for egress requirements for sliding doors.

President diLorenzo asked Staff to report at the next meeting regarding seamless gutters in the Standards.

Director Bruninghaus asked for a clarification on contractor parking, discussion ensued.

President diLorenzo requested Staff report at the next meeting regarding construction dumpsters.

8b. Review Staff's Recommendations for Standard 19 – Balcony Modesty Paneling

Per Committee's request, Staff reported that on the revisions to the Balcony Railing Panel Standard.

Director Bruninghaus requested a minor revision to the Standard.

President diLorenzo requested that a notice be given to residents during the paint program advising them that only approved panels may be put back up after paint. Staff will add a copy of this notice as an attachment to the Staff report when this Standard goes to the Board.

President diLorenzo made a motion to approve Staff's recommendation. Director Bruninghaus seconded. The motion was approved unanimously.

9. Review Proposed Closet/Partition Walls Policy

Director Moldow made a motion to accept Staff's recommendation. Director Bruninghaus seconded. The motion was approved unanimously.

Items for Discussion and Consideration:

10. 3191-D (La Reina, PL804RA) - Replace Existing Enclosed Rear Patio with Room Addition

The Committee requested that flashing in the roof valley be added as a Condition of Approval.

Director Frankel made a motion to follow Staff's recommendation with the added condition. Director Bruninghaus seconded. The motion was approved unanimously.

11. 3238-B (La Reina, SM903B) - Room Addition on Front Patio

Director Moldow made a motion to follow Staff's recommendation. Director Bruninghaus seconded. The motion was approved unanimously.

12. 5037 (Villa Reposa, C11RC) - Room Addition and Patio Cover on Rear Patio

Director Frankel made a motion to follow Staff's recommendation with the condition that the overhang on the rear gable roof be changed from 12 inches to no more than six inches. Director Bruninghaus seconded. The motion was approved unanimously.

13. Review Next Steps for Standards 5a, 5b, and 5c – Satellite Dishes

The Committee requested the Staff review what the Third Board discussed regarding allocation for different items on the roof. Staff will also check Davis-Sterling on this topic and report findings at the next Committee meeting.

Director DiLorenzo requested Staff review roof mounted air conditioning.

14. Review Architectural Standard 12 – Exterior Wall Attachments

Staff was requested to revise the verbiage of §2.5. Director Bruninghaus made a motion to accept Staff's recommendation with the revised verbiage. Director Moldow seconded. The motion was approved unanimously.

The Committee directed staff to make a recommendation to the M&C Committee to create a policy in the paint program stating that, after paint, residents may not reinstall wall hangings which don't comply with the Standard.

15. Review Architectural Standard 14 – Fireplaces and Discuss Next Step

The Committee requested that this Standard be revised to state that no wood-burning or gas fireplace installations are allowed. Staff will bring the revised Standard to next Committee meeting.

16. Review Architectural Standard 16 – Garage Doors and Discuss Next Step

The Committee requested that §2.3 be amended and §2.4 be removed from the Standard.

President diLorenzo will confer with Counsel regarding garage door requirements.

Staff was asked to bring this Standard back to a future Committee meeting.

Items for Future Agendas

None

Concluding Business:

17. Committee Member Comments

Director Moldow suggested that residents be given a checklist of items that could be included in their alteration contracts. Staff will provide a report on this subject for a future meeting.

Advisor Hatch suggested providing to residents how Common Area is defined.

18. Date of Next Regular Meeting and Bus Tour – March 26, 2018

19. Adjournment at 12:20 p.m. There was no bus tour.



Acting Chair, Steve Parsons

Kurt Wiemann, Staff Officer

Eve Morton, Alterations Coordinator, 268-2565



OPEN MEETING

**REPORT OF REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL
MAINTENANCE AND CONSTRUCTION COMMITTEE**

Monday, February 5, 2018 – 1:00 PM

**Laguna Woods Village Community Center Board Room
24351 El Toro Road**

MEMBERS PRESENT: John Frankel – Acting Chair, Rosemarie di Lorenzo,
Burt Baum, Susan Caine, Bunny Carpenter, James
Tung, Jules Zalon, Steve Parsons, Roy Bruninghaus

Advisor(s): Steve Leonard, |

MEMBERS ABSENT: James Tung, Bert Moldow

STAFF PRESENT: Ernesto Munoz – Staff Officer, David Collins, Laurie
Chavarria |

1. Call to Order

Acting Chair Frankel called the meeting to order at 1:01 PM and stated that the meeting is being held pursuant to notice duly given and established that a quorum of the Committee was present.

2. Acknowledgement of Media

No Media were present.

3. Approval of the Agenda

The Project Log was moved to Items for Discussion. Director di Lorenzo added the December 2017 Expenditures Report to the agenda as item 8a. The agenda was approved as amended.

4. Approval of Meeting Report for November 6, 2017 & January 8, 2018

The meeting reports from November 6, 2017 and January 8, 2018 were approved as written.

5. Chair's Remarks

Acting Chair Frankel had no remarks.

6. Member Comments (Items Not on the Agenda)

- Marty Lopata (2398-1B) – commented on several plumbing stoppages that occurred at his Manor in December.
- Ed McGill (2390-2C) – commented on the elevator repair at his building in January.
- Lynn Jarrett 4010-1B – commented that she was happy to see the project log on the website.

Ernesto Munoz and Director di Lorenzo briefly responded to the elevator and plumbing stoppage comments.

7. Department Head Update

Ernesto Munoz provided an update on the dry rot consultant and the upcoming Shepherd's Crook project and answered questions from the Committee.

Consent:

All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.

The Project Log was pulled for discussion.

Items for Discussion:

8. Project Log

Item #5 Balcony/Breezeway Resurfacing: Director Baum asked how this program relates to the GV Breezeway Recessed Area project.

Item #6 GV Lobby Renovations: Director Walsh asked about this programs start date.

Item #8 GV Laundry Room Renovations: Director Walsh asked if there is an epoxy flooring program for stand-alone laundry rooms.

Item #9 Pest Control for Termites: Directors Walsh and Baum commented on this program and asked if additional funding will be required.

Item #10 Gutters: Director Walsh asked that staff update the project log to include the buildings scheduled for replacement in 2018.

Item #11 Roofing Replacement Program: Directors Walsh and di Lorenzo asked about tile roofs and alert systems on carport roofs.

Item #13 Asphalt Paving: Director Walsh asked if the El Toro Water District will repave the areas that are affected during their Water Reclamation project.

Item #22 Elevator Replacement Program: Director Walsh asked for clarification regarding the maintenance and replacement components of this program.

Item #23 Elevator Tile Floor Replacement: Director Walsh asked if the tile floor replacement at Building 2393 is complete.

Item #25 Trash Chute Cleaning: Director Walsh asked about the cleaning schedule and upcoming repairs that are needed.

Item #29 GV Breezeway Recessed Area: Directors Baum and Zalon commented on the pilot program and how the planters are drained.

Item #30 Energy Projects: Director Walsh asked about the Request for Proposal.

Ernesto Munoz briefly responded to all questions and comments.

8a. Maintenance Expenditures Report ending December 31, 2017

Director di Lorenzo asked about the overage for Gutter Replacements and requested a list of the costs associated with this job code.

Director di Lorenzo commented on the scope of work and funding for the Copper Pipe Epoxy Program.

Ernesto Munoz briefly responded to all questions and comments.

Reports:

9. Revised Red Curb Request Procedure

Acting Chair Frankel summarized the report and recommended changes to the red curb request procedure & criteria.

Discussion ensued regarding proposed criteria, size of vehicles, ability of residents to safely back up, distance needed to back up, parking needs and other curb color demarcations instead of red, to allow parking for certain types of vehicles/golf carts.

A motion was made and unanimously approved to deny staff's recommendation on revisions to the criteria for approval of red curb requests.

By consensus, staff was directed to conduct a meeting with the Parking Taskforce to revise the proposed criteria for approval of red curb requests and bring a new recommendation to the next M&C Committee meeting.

10. Laundry Room Dryer Replacement with Card System Costs

Ernesto Munoz and Mark Stal provided an update on commercial dryers with card payment systems and answered questions from the committee.

Discussion ensued regarding card systems, coin collection costs, damage repair costs, free use of washers and dryers with increased assessments, laundry machine platforms, and venting to the outside to reduce moisture.

A motion was made to follow staff's recommendation for the future purchase of coin operated commercial dryers, instead of card payment systems. By a vote of 8/1/0 (Director Caine opposed), the motion carried.

By consensus, staff was directed to bring back a recommendation for a contract award at the September M&C Committee meeting. The bid will include alternate cost options for laundry platforms and exterior venting for the dryers.

11. 3-story Building Address Signs & Locations for Pilot Program

Advisor Leonard provided an update and discussed the estimates he provided for posts and reflective numbers.

Discussion ensued regarding cost, type of posts, sign locations, and the difference in the signs needed for cul-de-sacs versus individual buildings.

A motion was made and unanimously approved to create a pilot program using the posts and reflective numbers letters specified by Advisor Leonard.

By consensus, staff was directed to order the sign posts and reflective numbers and install them at the specified locations for a pilot program.

12. Cool Seal Product for GV Recessed Breezeways (oral discussion)

Ernesto Munoz provided an update the Cool Seal product and answered questions from the committee.

Kim Shirley (2395-1B) commented on using synthetic grass in place of concrete.

Richard Moren (2395-1G) commented on the weather proofing needed before the recessed areas are filled with concrete.

Discussion ensued regarding the Mutual's intent to beautify the breezeway, the need for plants, and the breakdown of the project costs.

By consensus, staff was directed to bill all costs associated with dry rot repairs for the Garden Villa Recessed Area project to the Building Structures Dry Rot Replacement Fund.

13. Trash Chute Repairs (oral discussion)

Ernesto Munoz commented that now that the trash chute cleaning is complete, staff will be bringing a recommendation for a contract award on the trash chute repairs to the March M&C Committee Meeting.

Items for Future Agendas:

- Red Curb Removal Appeal at B3304 - CDS 325
- Contract Award for Shepherd's Crook (closed session)
- Non-Emergency Chargeable Services
- Non-wood Alternatives for Dry Rot Repair (Patrick)
- Washing Machine Coin Box Change Out (Mark)
- GV Inspection and Replacement of Receptacles in Garages (Mark)
- GV Garage Cabinet Costs per Building
- Create Policy for 20-gallon WH Replacement in Free-standing Laundry Rooms

Concluding Business:

Committee Member Comments

- Directors di Lorenzo and Caine complemented Acting Chair Frankel on a good and productive meeting.
- Director Carpenter commented on the amount of progress that has been made in the last 2 years since VMS took over the management of Laguna Woods Village.

Date of Next Meeting – March 5, 2018

Adjournment

The meeting was adjourned at 4:06 PM.

A handwritten signature in cursive script, appearing to read "John Frankel", is written above a horizontal line. Below the line, the text "John Frankel, Acting Chair" is printed.

**REPORT OF THE REGULAR MEETING OF THE
THIRD LAGUNA HILLS MUTUAL LANDSCAPE COMMITTEE**

Thursday, March 1, 2018 – 9:00 a.m.

Laguna Woods Village Community Center Board Room – 24351 El Toro Road

MEMBERS PRESENT: James Tung – Chair, Susan Caine – Vice Chair, John Frankel, Jules Zalon, Violet Lawrence (Advisor)

MEMBERS ABSENT: None

OTHER DIRECTORS: Bert Moldow, Roy Bruninghaus

STAFF PRESENT: Bruce Hartley, Larry Hernandez, Bob Merget, Kayla Aninzo

1. Call to Order

Chair Tung called the meeting to order at 8:59 a.m.

2. Acknowledgement of Media

No press was present.

3. Approval of the Agenda

Item 10e was corrected to Manor 5055. The agenda was approved as amended.

4. Approval of Meeting Report for February 1, 2018

The Committee report was approved by consensus without objection.

5. Chair's Remarks

Chair Tung commented on the low water usage in January.

6. Member Comments (Items Not on the Agenda)

- Bert Moldow (3503-A) solicited the assistance of Landscaping to clear the area near building signs for a test of various proposed signs.
- Eileen Lazar (5220) commented on the 'Yellow Stake' program and brush removal outside the wall along Cantante and Avenida Del Sol.

7. Response to Member Comments

Larry Hernandez, Landscape Supervisor, introduced Jay Niemczak and Angel De La Torres, newly hired Landscape Supervisors, to the Committee. Mr. Niemczak started six weeks ago and oversees Gates 7, 8, and 14. He has worked for the City of Palm Desert and managed his own company. Mr. De La Torres was hired about eight weeks ago and is assigned to Gates 9, 10, and 11. He has worked for various landscaping companies and has a background in safety. Both supervisors have been valuable assets to the Landscaping team.

8. Department Head Update

Bruce Hartley, General Services Director, gave an update on his department. He commented that there is one vacant supervisor position. Staff is working with the Committee to revise the

Landscape Manual (Manual), a guide that provides residents with an idea of how Laguna Woods Village is managed. The 'Yellow Stake' program, a component in the Manual, was put on a 120 day hold by the Third Board. Staff will come back to the Committee with a draft revision of the Manual in April. The Landscape Department is working with Maintenance and Construction to install fencing in the Gate 6 area along Ridge Route.

Several Directors commented on this item. Chair Tung asked about staff's progress with ArborPro.

Bruce Hartley commented that the ArborPro tree inventory software has been fully functional since January 2018.

Chair Tung asked about the Underground Moisture Sensor pilot program.

Mr. Hartley commented that the contractors are still engaged in making sure that the test areas look good. The Committee will determine whether to continue with the contract in June.

Consent:

None

Reports:

9. Prioritization & Cost Estimates for Proposed Landscape Modernization Projects

Bruce Hartley commented that the 2018 Third Mutual budget includes \$250,000 for Landscape Modernization. Staff proposed that the Gate 9 entrance slope, the Pina slope in Gate 11, and planters in cul-de-sac 212 should be prioritized. Any remaining funds will be used for the slope on Punta Alta.

Several directors commented on this item. Chair Tung suggested the Committee look at additional sites.

Eileen Lazar (5220) commented on the slope at Gate 11.

Ann Rowland (5442) commented on the slope at Gate 7.

Director Caine made a motion to table this item until further information is collected. Director Frankel seconded the motion. The motion passed unanimously.

Items for Discussion and Consideration:

10. Tree Removal Requests

The Committee tour followed the meeting and was attended by Chair Tung, Director Caine, Director Frankel, Director Zalon, and Advisor Lawrence.

a. Appeal of Denied Request to Remove Tree – 3110-D (Spinogatti)

Thomas Spinogatti commented that the tree impacts the view from his unit. Karen Birch (3110-Q) commented on this item.

Recommendation: the Committee unanimously recommended to approve the request to remove the three palms at owner's cost. The palms would be removed by the end of September 2018, if payment is received.

b. Appeal of Denied Request to Remove Tree – 5493-A (Sohn)

Recommendation: the Committee voted 2-1 to deny the request to remove the tree. Director Frankel opposed. At the time of inspection, the tree was in good condition, well placed, with no visible pests or disease.

c. Request for Tree Removal – 5593-B (Nitkin)

Recommendation: the Committee unanimously recommended to approve the request to remove two trees at owner's cost. The trees are scheduled to be removed by the end of September 2018, if payment is received.

d. Request for Tree Removal – 3436-P (Costeens)

Recommendation: the Committee unanimously recommended to approve the request to remove the tree. The tree is scheduled to be removed by the end of September.

e. Request for Tree Removal – 5055 (Gasser)

Elizabeth Gasser commented that the tree is doing damage to her unit.

Recommendation: the Committee unanimously recommended deny the request to remove the tree and directed staff to trim and root prune the trees on the next scheduled trimming. At the time of inspection, the trees were found to be in good condition with no visible pests or disease. There was no visible damage to the manor.

f. Request for Tree Removal – 3060-C (Radke)

Recommendation: the Committee unanimously recommended to approve the request to remove the tree. The tree is scheduled to be removed by the end of September.

Items for Future Agendas:

- 11. Fire Risk Management (April)**
- 12. Landscape Manual Update (April)**
- 13. Species Specific Trimming Program Implementation (April)**
- 14. Sustainability Partners/ UgMO Pilot Program Review (June)**

Concluding Business:

15. Committee Member Comments

There were none.

16. Date of the Next Meeting – April 5, 2018

The date of the next meeting of the Third Laguna Hills Mutual Landscape Committee is scheduled for Thursday, April 5, 2018 at 9:00 a.m. in the Board Room of the Corporation's principal offices, 24351 El Toro Road, Laguna Woods, California.

17. Adjournment

Chair Tung adjourned the meeting at 10:10 a.m.



James Tung, Chair
Third Landscape Committee

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OPEN MEETING

REPORT FOR REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL ENERGY COMMITTEE

Wednesday, March 7, 2018 - 1:30 P.M.
Laguna Woods Village Community Cypress Room
24351 El Toro Road

MEMBERS PRESENT: Bill Walsh – Chair, Bert Moldow, John Frankel,
Burt Baum

Advisors: Juanita Skillman, Jim Matson

MEMBER ABSENT: None

OTHERS PRESENT: Steve Leonard, Dick Palmer, Rosemarie di
Lorenzo, Judith Troutman, Diane Phelps, Kathryn
Freshley

STAFF PRESENT: Ernesto Munoz - Staff Officer, Mark Stal, David
Collins, Laurie Chavarria

1. Call to Order

Chair Walsh called the meeting to order at 1:32 P.M.

2. Acknowledgment of Media

Chair Walsh noted no members of the media were present.

3. Approval of the Agenda

Director Moldow added utility tax savings as item 10a. The agenda was approved as amended.

4. Approval of Meeting Report for February 7, 2017

The Meeting Report of February 7, 2017 was approved as written.

5. Chairman's Remarks

Chair Walsh welcomed the GRF representatives in attendance and spoke about energy initiatives that could affect the entire community.

6. Member Comments (*Items Not on the Agenda*)

- None

7. Department Head Update

Ernesto Munoz provided an update on the Energy Consultant RFP that was released. The proposals have been received and are being evaluated by staff. An interview will be scheduled with representatives from each Mutual participating on the interview panel.

Consent:

All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.

The project log was pulled from Consent for discussion.

8. Project Log

Item #2 – Electrical Systems: Chair Walsh asked what this line item encompassed. Ernesto Munoz responded.

9. SCE Street Light Outage Report

Chair Walsh thanked staff for their efforts in reducing the amount of street light outages on the report.

Discussion ensued regarding street lights in United Mutual and if GRF owned any street lights.

Open Pilot Initiatives:

10. Walkway Lighting at Gates 5 & 6 – Pilot Project Update (oral discussion)

Ernesto Munoz and Mark Stal provided an update on the walkway lighting pilot in Gates 5 & 6 and answered questions from the committee.

The committee was asked to review the increased pole height and light dispersion of the walkway light and provide feedback.

Discussion ensued regarding pilot program lights, photometric studies, additional lighting needs, walkway lighting dimmers, and safety.

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By consensus staff was directed to send the specification sheet for the light fixture to the Committee via email. Staff will bring back a report and proposal which will include the cost of the installation, for the Committee to review.

10a: Utility Tax Savings

Director Moldow spoke of his concerns about SCE's automated billing for Virtual Network Metering on commercial accounts, additional costs to pay for the virtual meters, and utility tax savings. He would like to write a letter to the media the Governor and at the upcoming Senior Summit on April 20th.

Director Moldow will work with the Marketing and Communications staff to draft a letter to County supervisor Lisa Bartlett.

Reports:

11. Electric Vehicle Report

David Collins provided a brief summary of the vehicle history report.

Discussion ensued regarding the increase of electric vehicles, data collection challenges, the need to have VIN numbers on file, SCE rebates on electric vehicles, future charging stations in GRF, charging stations at street light poles, and the future use of the energy consultant.

Chair Walsh will work with CEO Brad Hudson on improving the data collection system that is used by Resident Services to record electric vehicles and decals.

By consensus, staff was directed to bring back the vehicle history report showing all newly registered electric vehicles. David Collins will continue to send the EV report to security on a monthly basis.

12. Golf Cart Report

Chair Walsh commented on the Golf Cart report and that the parking taskforce will need this report in the future.

By consensus, staff was directed to keep this report on the Energy Committee agenda under consent for future use by the energy consultant. The report will be shortened by only listing the total number golf carts in each building, instead of listing them by manor number. A separate report will be generated to reflect golf carts that are charged in a garage or on a private meter.

David Collins will report back what the "plug in/false" data on the report refers to.

13. Walkway Lighting Report for United Mutual (November 9, 2010)

Discussion ensued regarding the lighting survey from a 2010 report. Advisor Skillman stated that there is a more recent report that is has more accurate information and reflects United Mutual's decision to replace their walkway lighting bulbs with LED lights.

By consensus, staff was directed to bring that report back to the next Energy Committee meeting.

14. Village Energy Committee (oral discussion)

Chair Walsh asked if this meeting was helpful to the other corporations.

Discussion ensued regarding the Energy Committee charter, recommendations to aggregation, infrastructure, voting advisors, self-sufficient communities, disaster preparedness, and generators.

By consensus, staff was directed to bring back a report and a revised Energy Committee charter that encompasses all corporations. The new Committee will include voting advisors from United and GRF.

A GRF representative will bring back a priority list of energy issues that they'd like to talk discuss and assign to the new Energy Consultant once he/she is on board.

15. Survey at Gates 7 & 8 Update (oral discussion)

By consensus, staff was directed to print a copy of the survey for Gates 7 and 8 once it is completed and provide it to all committee members and those in attendance.

16. Prioritize Third Mutual Energy Projects for Energy Consultant (oral discussion)

This item was not discussed and deferred to the next meeting.

17. VMS Oversight of Third Mutual Street Light Acquisition Project (oral discussion)

Chair Walsh commented on the vendor chosen for the SL Acquisition, retrofit of the light fixtures, O & M and having a plan in place to communicate each step and process with the Committee and Board.

Discussion ensued regarding the contract, pilot programs, open communication and the use of the Marketing and Communications staff to keep the residents updated on the progress of this project.

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Items for Future Agendas:

- Contract Award for Walkway Lighting – Gates 5 & 6
- Survey Results for Walkway Lighting – Gates 7 & 8
- EV Charging Stations at Stand Alone Laundry Rooms
- LED Solar Street Lights (low priority)
- 2-story Buildings LED Lighting Pilot Program (low priority)
- Costs for Level 2 Charging Stations at Stand-alone Laundry Rooms (low priority)
- Investigate installation of conduit from the electric panels in GV to service carports
- Install Level II EV Bollard Chargers (on the streets)
- 2-3 Year Energy Plan:
 - *Distributed Energy Resources Contract
 - *Microgrid Investigation
 - *Street Light LED Replacement Program
 - *Street Light Maintenance Contract

Concluding Business:

Date of next meeting – May 2, 2018

Adjournment

This meeting was adjourned at 3:35 PM

DRAFT

Bill Walsh, Chair

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OPEN MEETING

REPORT FOR REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL ENERGY COMMITTEE

**Wednesday, February 07, 2018 - 1:30 P.M.
Laguna Woods Village Community Cypress Room
24351 El Toro Road**

MEMBERS PRESENT: Bill Walsh – Chair, John Frankel, Burt Baum

Advisors: Steve Leonard, Diane Phelps (in for Jim Juhan)

MEMBER ABSENT: Bert Moldow

OTHERS PRESENT: Suzy Caine, Rosemarie di Lorenzo, Pat English, Kathryn Freshley

STAFF PRESENT: Ernesto Munoz - Staff Officer, Mark Stal, David Collins, Laurie Chavarria

1. Call to Order

Chair Walsh called the meeting to order at 1:30 P.M.

2. Acknowledgment of Media

Chair Walsh noted no members of the media were present.

3. Approval of the Agenda

Chair Walsh added Energy Meeting Date Change to the agenda as item 17. The agenda was approved as amended.

4. Approval of Meeting Report for December 5, 2017

The Meeting Report of December 5, 2017 was approved as written.

5. Chair's Remarks

Chair Walsh commented on the importance of expanding the Energy Committee to include voting members from GRF and United Mutual. Chair Walsh wants to induce more communication for energy-related community wide projects.

Advisor Leonard and Director Baum concurred with Chair Walsh. Director di Lorenzo shared concerns about the length of the meeting if it becomes combined and losing focus on energy issues that affect the individual corporations.

Ernesto Munoz suggested that they start with advisors from GRF and United Mutual instead of forming a joint energy meeting.

6. Member Comments (*Items Not on the Agenda*)

- Pat English (928-A) commented on a combined energy committee, hydrogen cars, electrical infrastructure and alteration solar panels.
- Kathryn Freshley (5490-N) commented on the solar project in Third Mutual and how GRF has prioritized facility maintenance needs.

7. Department Head Update

Ernesto Munoz provided an update on solar project documents now available for review on the Laguna Woods Village website and the solar street light on Del Faro.

Link to Solar Project Documents:

Discussion ensued about purchasing equipment and cleaning panels with in-house staff, solar generation in United, and potential for GRF solar and solar generation monitoring. Staff will send the website link to Directors Phelps, di Lorenzo and Caine.

Proposal for Permanent Installation of the Solar Street Light on Del Faro:

Discussion ensued regarding the cost of the proposal, why this street light is needed, is the light cost effective, photometric studies and lumens.

Staff will leave the light in place as is until Siemens can be asked to prepare a photometric study with a recommendation on whether to make the light pole permanent or to remove it. Staff will also request a quote from Supergreen for installation with an aluminum pole.

Consent:

All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.

A motion was made and unanimously carried to approve all items listed in the Consent Calendar.

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- 8. Project Log
- 9. SCE Street Light Outage Report

Chair Walsh commented on the number of outages, and the struggle with SCE to get a light pole replaced in CDS 364.

Open Pilot Initiatives:

10. Walkway Lighting at Gates 5 & 6 – Pilot Project Update (oral discussion)

Ernesto Munoz and Mark Stal provided an update on the walkway lighting pilot in Gates 5 & 6 and answered questions from the committee.

As soon as the lighting consultant raises the level of the poles from 24 inches to 36 inches, the committee will be notified. The cost of the installation will be revised in their proposal and submitted to committee for review.

Discussion ensued regarding Gate 6 lighting levels, walkway lighting in United Mutual, ADA requirements, and safety.

Staff will provide the November 9, 2010 staff report on the lighting survey in United Mutual for review at the March Energy Committee meeting.

Reports:

11. Energy Committee Charter

This item will be postponed until after the Third Mutual Board meeting on February 20, 2018. This item will be added to the March Energy Committee meeting agenda and Chair Walsh will discuss the Boards' recommendation.

12. Solar Project Cleaning Schedule & Documentation Update (Mark)

Mark Stal provided an update on the twice yearly cleaning of the solar panels and answered questions from the Committee.

Discussion ensued regarding communication with residents, notifications to be posted, and building captains informed.

13. Electric Vehicle & Golf Cart Report

Advisor Leonard commented on the goals of the electric vehicle report and the increase of electric vehicles in the community during the last 4 years.

Advisor Leonard was asked to create a plan on how to collect the pertinent data and to work with Chuck Holland and Resident Services in order to make sure the reported vehicle registrations are accurate. The goal of this report is to identify the critical locations of where electric vehicle charging stations will be needed.

Discussion ensued on the location of future electric vehicle charging stations, tracking the areas where electric vehicles are parked, tracking the growth rate of electric vehicles, upgrading the electrical infrastructure in Third Mutual, an accurate system for entering data when registering an electric vehicle, collecting vehicle identification numbers, providing a detailed report for security's use, and a long range plan for infrastructure upgrades at GRF clubhouses to install charging stations.

Advisor Phelps asked about charging stations for Clubhouses 2 and 7 and if they may be needed elsewhere. Ernesto Munoz will review a proposal received from Voltaic and provide an update at the next Energy Committee meeting.

By consensus, staff was asked to provide a separate report at each Energy Committee meeting on the number of electric golf carts in the community.

14. Walkway Lighting Survey at Gates 7 & 8 Update (oral discussion)

Ernesto Munoz stated that the walkway lighting survey at Gates 7 & 8 has been completed by the consultant. Staff is waiting for the report and will bring back a summary of the consultant's recommendations when it has been received and reviewed.

15. RFP for Energy Consultant Services (oral discussion)

Ernesto Munoz stated that the RFP for Energy Consultant Services has been released. Bids are due in March. A recommendation for a contract award will be presented at the April M&C Committee meeting.

16. EV Charging Stations at Stand Alone Laundry Rooms (oral discussion)

Ernesto Munoz stated that he is working with ChargePoint on their proposal for charging stations in United Mutual. The proposal does not yet address costs related to the review of the existing electrical systems, capacity of panels, and possible infrastructure upgrades. Once the consultant has a firm knowledge of what the community needs, they will request a similar proposal for Third Mutual.

Discussion ensued regarding distance of charging stations from laundry rooms, and other locations available for charging stations.

17. Energy Committee Meeting Date Change

Chair Walsh requested that the Energy Committee meeting be changed to accomodate attendance from members that have conflicting scheduled.

By consensus, the Energy Committee meeting date will be moved to the first Wednesday of ODD months, at 1:30 pm, starting March 7, 2018. Director Phelps and Troutman will be attending on behalf of Director Juhan until his return from a medical leave of absence.

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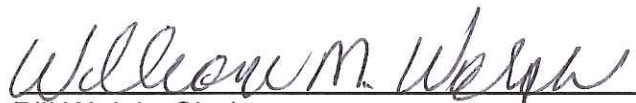
Items for Future Agendas:

- *Contract Award for Walkway Lighting in Gates 5 & 6
- *Survey Results for Walkway Lighting – Gates 7 & 8
- *Solar Street Light on Del Faro
- *LED Solar Street Lights (low priority)
- *2-story Buildings LED Lighting Pilot Program (low priority)
- *Costs for Level 2 Charging Stations at Stand-alone Laundry Rooms (low priority)
- *Investigate the installation of conduit from the electric panels in GV to service the carports
- *Install Level II EV Bollard Chargers (on the streets)
- *2-3 Year Energy Plan: (Verbal Discussion)
 - a) Distributed Energy Resources Contract
 - b) Microgrid Investigation
 - c) Street Light LED Replacement Program
 - d) Street Light Maintenance Contract

Concluding Business:

Date of next meeting – March 7, 2018

Adjournment - This meeting was adjourned at 3:26 PM


Bill Walsh, Chair

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REPORT OF THE LAGUNA WOODS VILLAGE
TRAFFIC HEARINGS COMMITTEE

February 21, 2018

The Regular Meeting of the Laguna Woods Village Traffic Hearings Committee was held on Wednesday, February 21, 2018 at 9:10 AM, 24351 El Toro Road, Laguna Woods, California.

MEMBERS PRESENT: Ray Gross-Chair, John Frankel, Cash Achrekar, Inesa Nord-Leth(Afternoon Session)

MEMBERS ABSENT: None

STAFF PRESENT: Paul Nguyen, Eulalio Diaz, Donovan Nguyen

Call to Order

Ray Gross, Chair, called the meeting to order at 9:10 AM.

Traffic Hearings

The Committee held 38 traffic hearings and found 32 individuals guilty and 6 individuals not guilty. Detailed information is attached to the official report of this meeting.

Date of Next Meeting

The next meeting is scheduled for Wednesday, March 21, 2018, at 9:00 AM, in the Laguna Woods Village Community Center, Board Room.

Adjournment

With no further business before the Committee, the meeting was adjourned at 3:30 PM.

Ray Gross, Chair

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